

**USDA HSPD-12
Person Model
Sponsor Data Entry Guide**

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
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Introduction

In August 2007, the United States Department of Agriculture (USDA) began a phased transition to the LincPass – USDA's own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

Separation of Duties

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of another authorized person. As a result, any person who requires a LincPass must go through several steps to obtain their LincPass. This LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

Person Model Sponsor Role

As a Sponsor, you will play an integral part in the process for non-employees to enroll for a LincPass so they can access facilities and systems. The Sponsor is the person who initiates the request for a non-employee to enroll for a LincPass and sponsors the non-employee in the Person Model. Person Model is USDA's database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time. Person Model feeds non-employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. This document provides an overview of procedures for non-employee sponsorship.

Sponsorship

Step 1: Process Start

To be a Sponsor in the Person Model you must:

- 1. Complete USAccess Sponsor training**

To complete USAccess training, log on the GoLearn Learning Management System at:
<https://piv.golearnportal.org/>

- 2. Be designated as a Sponsor in USAccess and obtain a USAccess login**

Notify your designated supervisor after completing USAccess training. Managers should send requests for Sponsor designation to the agency Role Administrator. Once designated in USAccess, Sponsors will receive a USAccess login.

Note: Sponsors must be designated in USAccess for records to process successfully from Person Model to USAccess.



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3. Complete Person Model Sponsor training and successfully pass the Sponsor test with a score of 80% or better

Person Model training is available on the LincPass website at:

<http://lincpass.usda.gov/training.html>. Person Model training materials will also be made available on AgLearn. Contact your AgLearn administrator for more information.

4. Obtain a Person Model Login

Submit the non-employee role holder Person Model login request to your supervisor. Supervisors should send completed system login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password.

5. Have Person Model Sponsor Materials (including agency-determined data collection materials)

Templates for collecting Personally Identifiable Information (PII) and other training materials are provided to Agency HSPD-12 Leads and are posted on the LincPass website. PII may be collected using the PII sheet or PII spreadsheet or other agency-approved method. Be sure to encrypt any files transmitted via email.

6. Determine who will need a LincPass

Sponsors should use the USDA Credential Matrix to determine who will need a LincPass. The Credential Matrix can be found at the end of this document and is also available on page D-1 of USDA M 4620-002, available at: http://lincpass.usda.gov/ref_lincpass.html.

Follow your existing Agency process for collecting, transmitting, entering and maintaining non-employee information for Lincpass credentialing.

Note: Data Entry Personnel may be utilized, but sponsorship must be performed by an official Sponsor. Data Entry Personnel must have a LincPass, complete Person Model Sponsor training and obtain a Person Model login.

**Step 2: Data Collection**

Data collection begins after using the USDA Credential Matrix to determine who will need a LincPass. The Sponsor or Data Entry Personnel will need to obtain Company/Organization Information (optional), Contract/Grant/Agreement Information, and Person Information prior to performing data entry. Please note that if you do not have this information, you will not be able to save a complete record and may need to re-enter information.

Company/Organization Information (optional)

Note: Company/Organization Information is optional in the Person Model. It is encouraged to enter as much information as possible to assist in record keeping and reporting.

If Company/Organization Information is entered, the Sponsor or Data Entry Personnel must have the following information to enter a new Company/Organization in Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *DUNS number (required for companies only)
- *Company/Organization Name
- *Contact Name
- *Contact Phone
- *Address (Address 1, City, and State required)

Contract, Grant or Agreement Information (required)

The Sponsor or data entry personnel must have the following information to enter a new Contract/Grant/Agreement in Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *Number: Procurement Instrument Identifier (PIID), Contract ID or a unique identifier for the contract, grant or agreement (e.g. MOU number)
- Description: name of the Contract, Grant or Agreement, or the type of work being performed, i.e. Help Desk
- *USDA sub-agency that the contract, grant or agreement is supporting
- *Period of Performance Start Date



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- *Period of Performance End Date
- *USDA POC for the Contract, Grant or Agreement (First and Last Name or EmplID)
- Security Office Identifier (SOI)
- Submitting Office Number (SON)
- OPAC/ALC Number

Person Information (required)

The following is a list of the required and optional Person Information fields that must be collected for data entry into Person Model. Asterisks (*) indicate required fields. Field definitions and formatting requirements are detailed in Step 5.

- *Full Name
- *Date of Birth
- Birth Location (City/State for U.S.; if non-U.S., City/Country)
- Gender
- *Social Security Number (SSN)
- *Country of Citizenship
- Federal Emergency Response Official (Y/N and designation if yes)
- *Home Address
- Phone
- *Email
- Non-Employee Type (affiliates/contractor/fellow/intern/volunteer)

Data Collection Methods

Data collection begins after using the Sponsor uses the USDA Credential Matrix to determine who will need a LincPass. The preferred method for collection of non-employee information required for LincPass enrollment is an Agency determination. Two options are presented in this process:



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- A. Encrypted spreadsheet sent via email
- B. PII sheet hand-carried or sent to locally-secured fax

Agencies may modify PII collection templates based on their business needs. The Data Entry Personnel role is used in the examples below to show tasks they may perform in support of the Sponsor.

A. Encrypted Spreadsheet Method

1. Sponsor sends list of proposed non-employee applicant names to a designated Point of Contact (POC) for the company/organization providing services on the contract, grant or agreement, and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel encrypts blank spreadsheet and sends to the designated POC for data collection with password provided in a separate email:
 - To encrypt, select File > Save As > Tools > General Options. Enter the password to open and modify, then select OK.
3. The designated POC facilitates completion of the PII spreadsheet for each non-employee applicant.
4. The designated POC sends the completed and encrypted spreadsheet to Data Entry Personnel, and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives the encrypted spreadsheet.

B. PII Sheet Method

1. Sponsor sends list of proposed non-employee applicant names to the designated POC for the company/organization providing services on the contract, grant or agreement, and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel provides PII sheet to the designated POC via email or other agency-determined method.
3. The designated POC facilitates completion of PII sheets for each non-employee applicant per the Sponsor's request.
4. The designated POC sends completed PII sheets to Data Entry Personnel via locally-secured fax (or hand-carries in a sealed envelope) and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives PII sheets.



Step 3: Data Entry and Organizational Relationships

1. Data Entry Personnel obtains the Contract, Grant or Agreement Number, Period of Performance dates and optional Company/Organization Information for the contract, grant or agreement under which the non-employee(s) will perform. This information is provided by the CO/COR/COTR or other USDA POC.
2. Data Entry Personnel logs into the Person Model via the following link:
<https://icams.usda.gov>.
3. Data Entry Personnel creates a new Company/Organization record (optional) in the Person Model or verifies that one already exists in the system.
4. Data Entry Personnel creates a new Contract, Grant or Agreement record in the Person Model or verifies that one already exists in the system.
5. Data Entry Person populates a Person Information record in the Person Model for the non-employee or verifies that one already exists in the system.
6. Data Entry Personnel Adds a Person of Interest (POI) Organizational Relationship for the non-employee and assigns a Contract/Grant/Agreement to the non-employee.
7. Data Entry Personnel repeats Steps 3 and 6 for each non-employee applicant per Sponsor's request.
8. Data Entry Personnel notifies Sponsor that data entry and assignment is complete.
9. Data Entry Personnel permanently deletes spreadsheet from records, email or other folders, if any or retains them in a locked file cabinet.



Step 4: Sponsorship in Person Model

1. Sponsor logs into the Person Model via the following link: <https://icams.usda.gov>.
2. Sponsor verifies that a Person Information record has been entered for the non-employee.
3. Sponsor locates the POI Assignment for the non-employee, checks the LincPass Required box, enters Card Shipping Information, and saves the Sponsorship.
4. Sponsor repeats Steps 2 and 3 for each non-employee applicant.
5. Sponsor or Data Entry Personnel provides the Adjudicator with a list of sponsored non-employees who are ready for adjudication in Person Model. Adjudicators should follow the process outlined in the Person Model Adjudicator Quick Start Guide to enter adjudication results.

Step 5: Enrollment & Activation

1. Upon sponsorship in Person Model, the non-employee will receive an email notification and instructions to schedule their enrollment.
2. The non-employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at an HSPD-12 activation station, the non-employee receives email notification and instructions to schedule their card activation.
4. The non-employee goes to an HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002.

Defect Problem Report (DPR) references

Throughout this guide, you will see references to Defect Problem Reports (DPRs) that have been submitted to NFC. This indicates that a change request has been submitted for that screen, field or system function and is still in development.

For example, there may be a field name or menu item that will be changed in the future, or a known issue that will be resolved upon system release. These DPRs are marked throughout the presentation.

Any changes due to pending DPRs will be updated in the final version of the training.

Step 6: Person Model Data Entry and Sponsorship Functions

(a) Login Screen (Required)



USDA United States Department of Agriculture National Finance Center

EMPOWERHR
SOLUTIONS
FROM HIRE TO RETIRE

WARNING

* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

* Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

* By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

User ID: johnsmith

Password: [masked]

[Sign In](#)

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

Figure 1: Login Screen

Open a web browser to the following address: <https://icams.usda.gov>.

The first time you log in to the system you will use your Person Model User ID and a temporary password. Sign into Person Model with your User ID and temporary password. You will be prompted to change your password.

To change your password, enter your temporary password when prompted, and then your new password twice for verification. You should follow USDA password guidelines when choosing your new password.

When completed, Person Model will say that your password was successfully changed. You will then need to log out of Person Model and then log back in with your new password.

Forgot your password? Contact your Agency Security Officer (ASO) who facilitated your Person Model login request.

(b) Start Screen (Required)

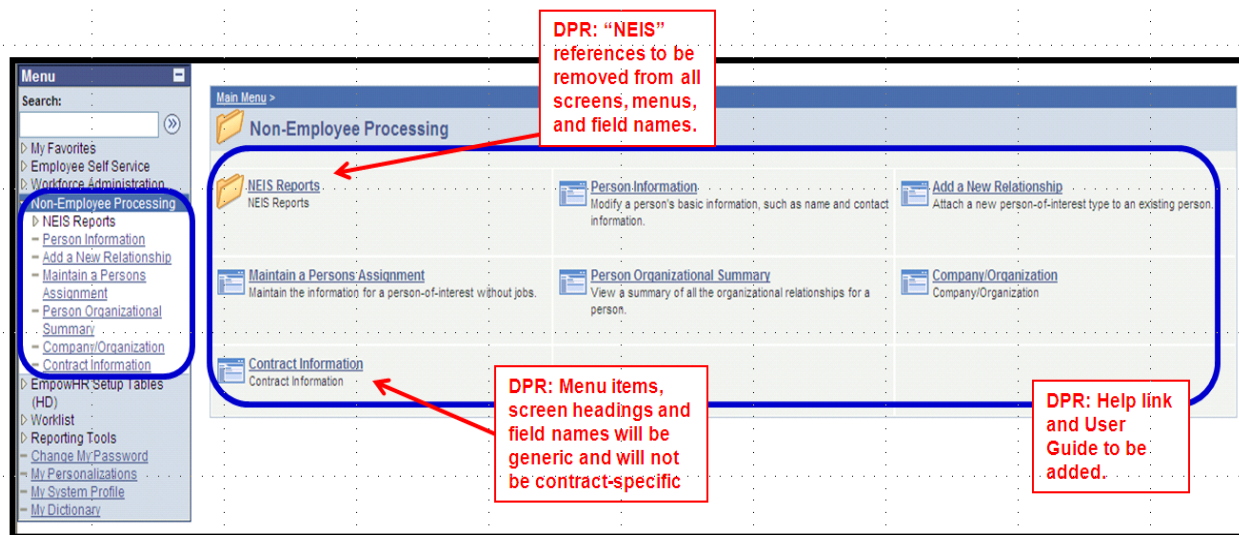


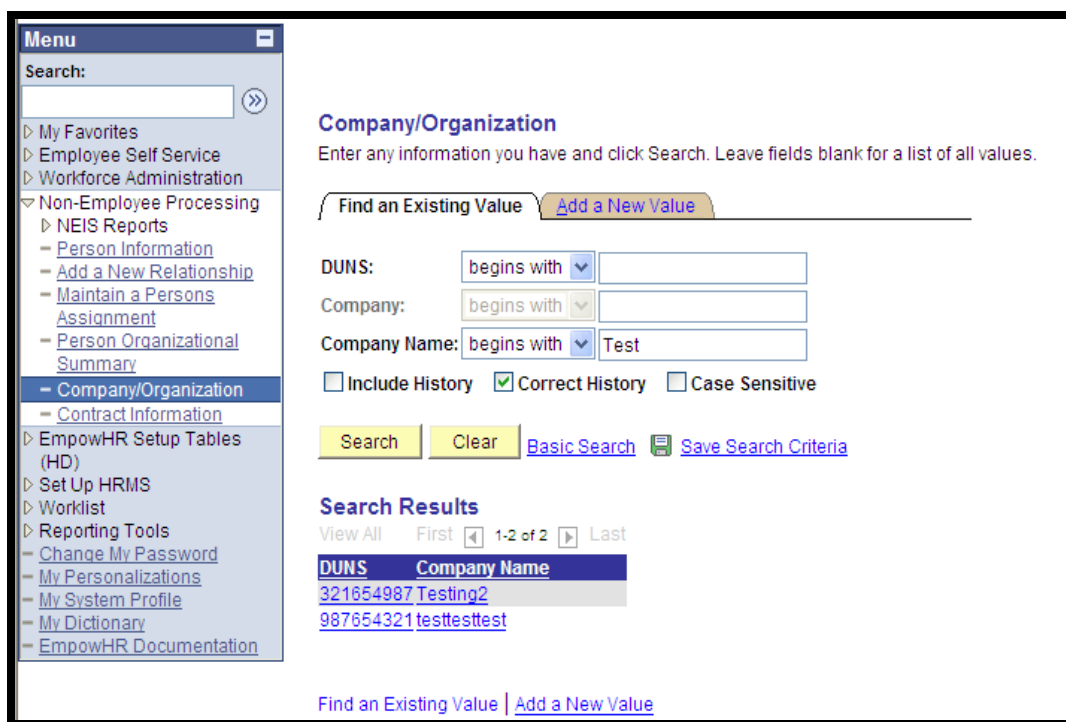
Figure 2: Start Screen

Once logged in, you will be directed to the main page of Person Model. Select the link for Non-Employee Processing located in the navigational menu on the left to perform required actions. You should have access to all/some of the following Non-Employee Processing functions depending on your role(s):

- Person Model Reports (all roles)
- Person Information (all roles; Sponsor has view/search only)
- Add a New Relationship (Data entry)
- Maintain a Person's Assignment (Data entry)
- Person Organizational Summary (all roles)
- Company/Organization (Data Entry)
- Contract/Grant/Agreement Information (Data Entry)

(c) Company/Organization (Optional)

In this step, a Company/Organization record is created.



The screenshot shows the 'Company/Organization' search interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items. The 'Company/Organization' item is selected. The main area is titled 'Company/Organization' and includes instructions to enter information and click 'Search'. Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search fields include 'DUNS' (beginning with), 'Company' (beginning with), and 'Company Name' (beginning with 'Test'). There are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. Search buttons include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with two columns: 'DUNS' and 'Company Name'. The results are: '321654987 Testing2' and '987654321 testtesttest'. Navigation links for 'View All', 'First', '1-2 of 2', and 'Last' are present. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 3: Search Company/Organization Screen

Note: In Person Model, entering Company/Organization Information is optional. While Company/Organization information is not required, it is recommended to enter as much information as possible as it can be helpful for reporting and organizational purposes.

You must enter a DUNS Number to successfully save a Company/Organization Record in Person Model. For Organizations, DUNS is not required and a system generated number will be auto-populated in this field.

1. From the Non-Employee Processing menu, select **Company/Organization**. You can find an existing record in the system or add a new one.
2. Select the **Find an Existing Value** tab to locate an existing company. Enter the search terms to narrow your results. If no search terms are entered, the first 300 records will display. Select the applicable hyperlink from the list of search results. If you do not see the DUNS or Company Name from the list of search results, you may enter a new record

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(covered in step 4).

3. Make sure the yellow Correct History button is selected on the bottom right to make any changes to an existing record. Click the Save button to save the information entered.

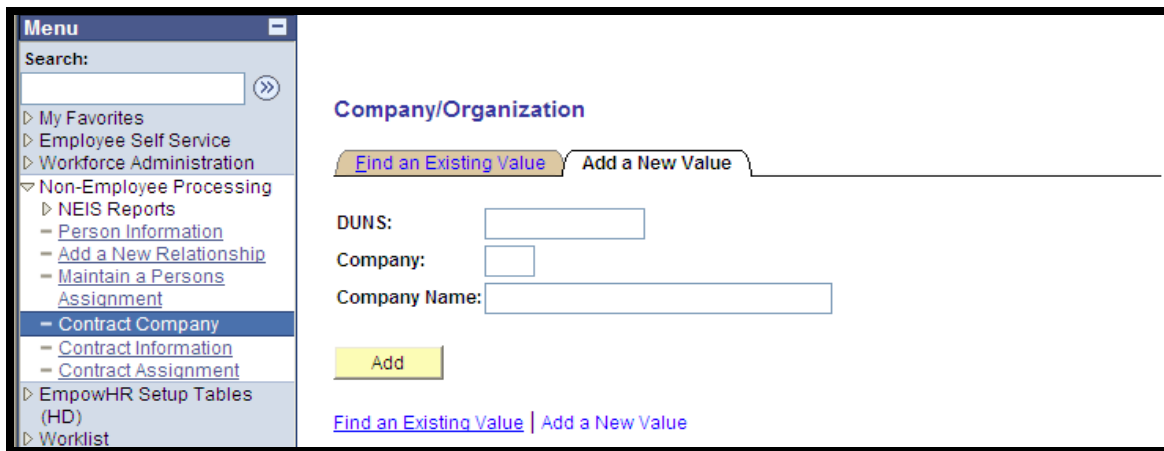


Figure 4: Add New Company/Organization Screen

4. To add a new Company/Organization, select the **Add a New Value** tab. You may enter information on this initial screen, or select **Add** to proceed to the detailed Company/Organization record. Any information entered on this initial screen will be populated in the detailed Company/Organization record in the next step.

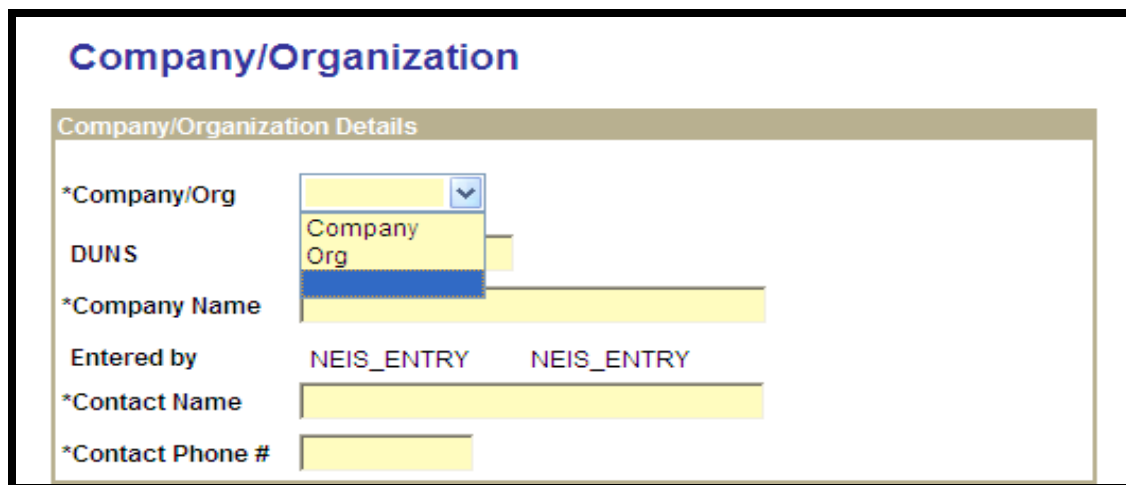


Figure 5: Add/Edit Company/Organization Details Screen

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5. Enter the following Company/Organization Details:

- **Company/Org:** (Required) Select an option from the drop-down list. Options are Company or Org.
- **DUNS:** (Required for Companies only) Enter the **DUNS** for the Contracting Company. DUNS is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity. If you selected Org in the previous step, this field will be masked to prevent user data entry, and will be auto-populated with a system-generated number upon saving the record.

Note: You will only enter a DUNS number if you are entering a Contracting Company. This number does not apply to other Organization types. A DUNS number uniquely identifies a Contracting Company, therefore the system will check to ensure there is no duplication of DUNS numbers within the system.

- **Company Name:** (Required) Enter the name of the Company/Organization.
- **Entered By:** This field is pre-populated with the User ID of the person logged in.
- **Contact Name:** (Required) Enter the name of the point of contact for the Company/Organization in the following format: [last name] [suffix], [prefix] [first name], [middle name/initial]. Example: Smith,John.
- **Contact Phone #:** (Required) Enter the phone number for the Company/Organization. Acceptable formats for the phone number data field are: 9999999 > 999-9999 > 9999999999 > 999/999-9999. If you enter the digits only, e.g. 1234567890, the system will format this field for you.

6. Enter the following Company/Organization Address information:

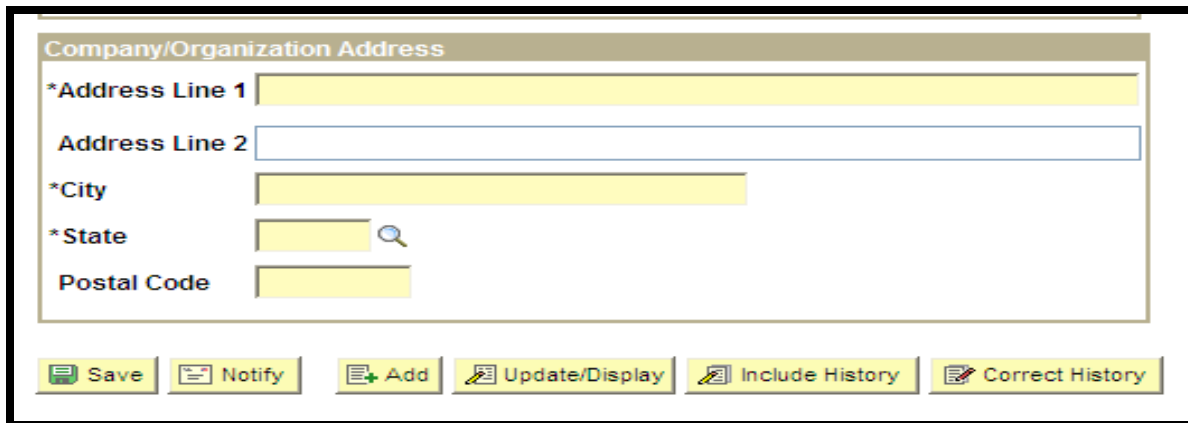


Figure 6: Company/Organization Address Screen

- **Address Line 1:** (Required)
- **Address Line 2:** (Optional)
- **City:** (Required)
- **State:** (Required) Use the lookup function to enter the State, or key in the two-letter abbreviation
- **Postal Code:** (Optional)

7. **Select Save to save the record.**

(d) Contract, Grant, Or Agreement Record (Required)

In this step, you will create a Contract, Grant, or Agreement record in Person Model (or verify that it is already in the system).

Note: Only a Federal Employee may create or edit Contract, Grant, or Agreement records in Person Model.

1. From the left navigation menu, select Non-Employee Processing, then select Contract Information. From here, you can search for existing Contract, Grant, or Agreement records or add a new record.

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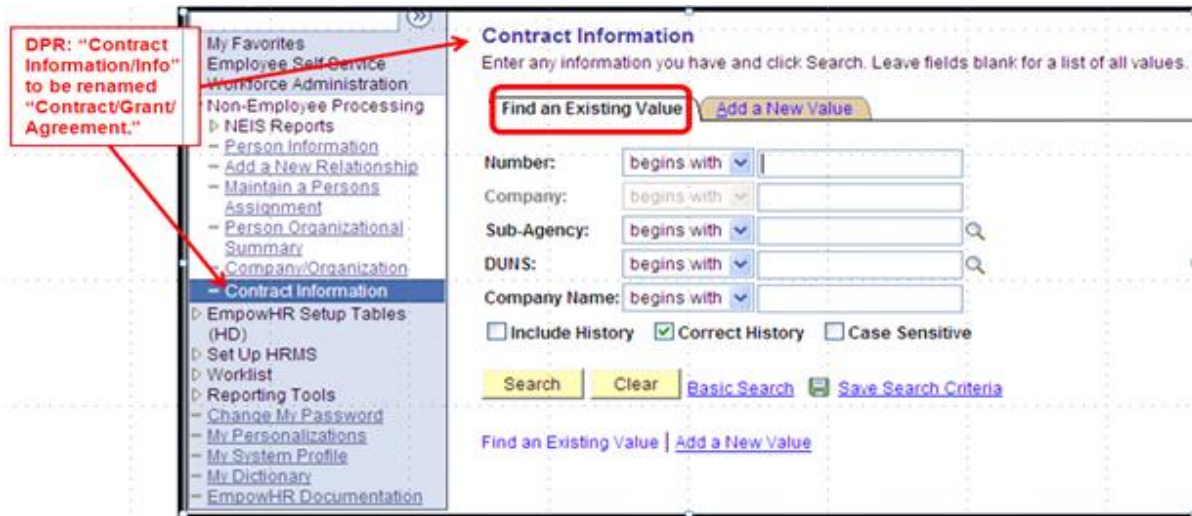


Figure 7: Search Contract Information Screen

2. Before adding a new record, make sure the contract, grant or agreement is not already in the system. Select the **Find an Existing Value** tab. Use the available search criteria (Number, Sub-Agency, DUNS, and/or Company Name) to look for the record. You may also select **Advanced Search** for a Boolean search. If you prefer, select **Search** without search criteria selected for a complete list of all contracts, grants or agreements already in the system. Please note that this will result in a longer system processing time.
3. To view search results, select the hyperlink under the Number column to verify and/or update an existing Contract/Grant/Agreement record. If you do not see the record, you may enter a new record and proceed to Step 5.
4. Make sure the yellow **Correct History** icon is selected to make any changes to an existing Contract/Grant/Agreement Information record. You may now begin to update the record with any new information, such as a change in the Period of Performance. Please note, the **Type** and Number fields are masked and do not permit data entry updates. Click the **Save** button to save the information entered.

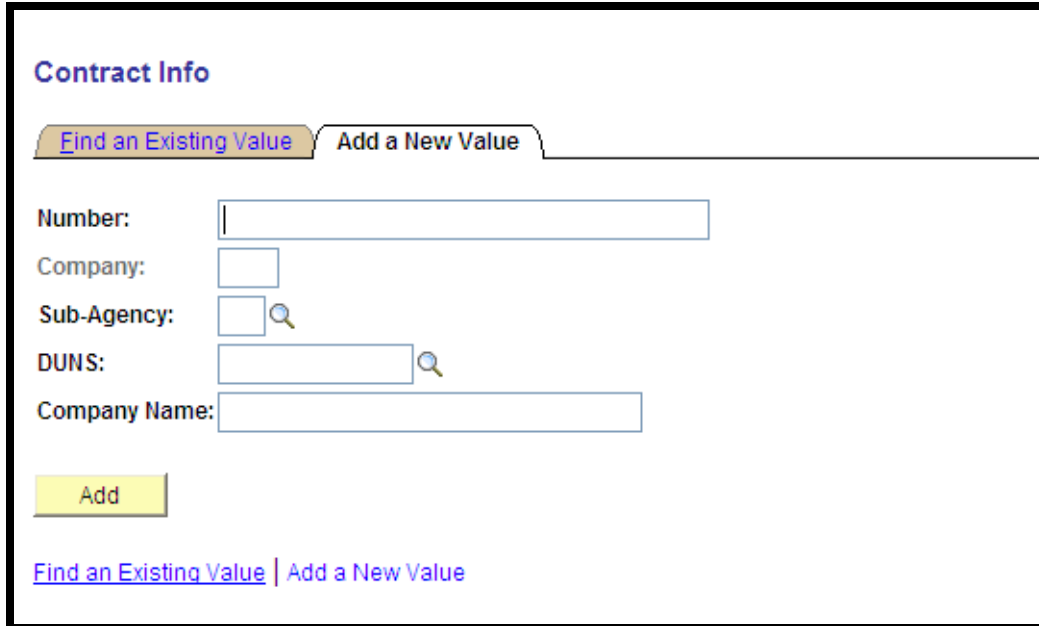


Figure 8: Add Contract Information Screen

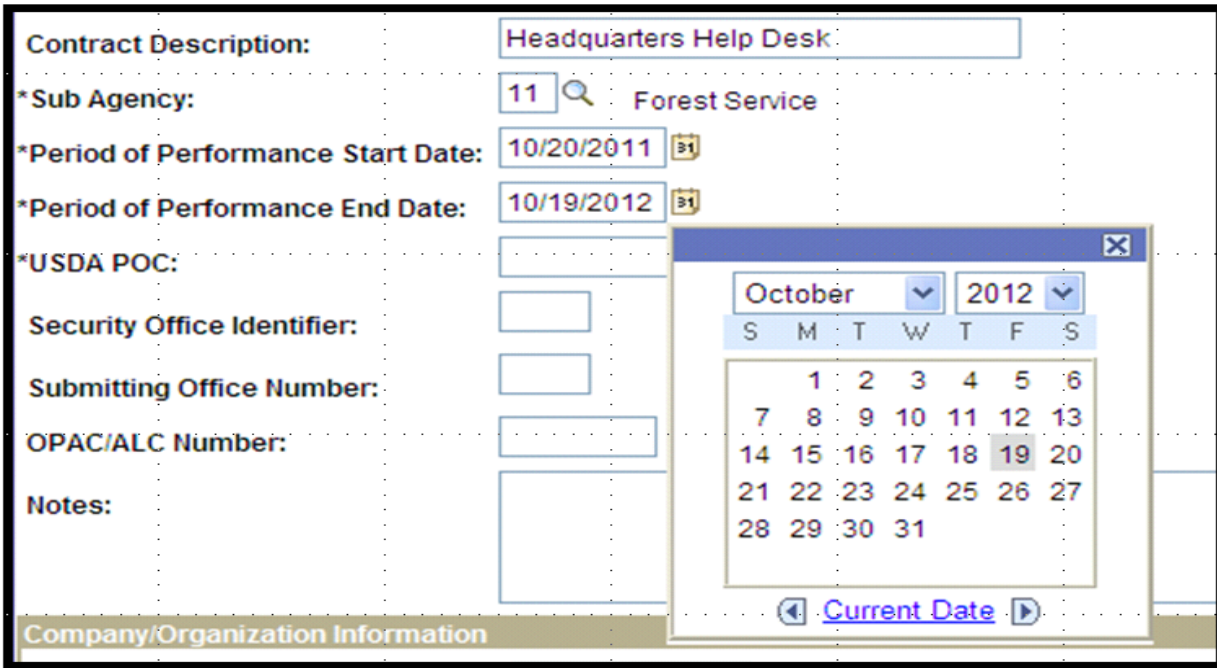
5. To add a new Contract Information record to the system, select the **Add a New Value** tab on the main Contract Information page. You may enter information on this initial screen, or select **Add** to proceed to the detailed Contract Information record. Any information entered on this initial screen will be populated in the detailed Contract Information record in the next step. Please note that the Company field is masked and does not permit data entry.
6. In the **Number** field, enter the PIID, Contract ID or other unique identifier for the contract. You can enter up to 35 characters, including letters, numbers, and punctuation characters. Select the **Add** button.
7. In the Contract Information screen, enter or select information for the fields.



Figure 9: Edit/View Contract/Grant/Agreement Information Screen

- **Type:** Select an option from the drop-down list. Options include Contract or Grant/Agreement.
- **Number:** Enter the number of the contract, grant, or agreement. This may be the PIID/Contract ID, MOU number, or other unique identifier.
- **Contract Description:** Enter a description of the work being performed on the Contract, Grant, or Agreement (for example “Cafeteria” or “Help Desk”).
- **Sub-Agency:** Enter the Sub-Agency ID, or use the lookup function to select the Sub-Agency ID. This is the Sub-Agency that is sponsoring the non-employee. Once selected, you will see the full name of the Sub-Agency populated on the screen.
- **Period of Performance Start Date:** Enter the Period of Performance Start Date. This date is used to determine if a non-employee is active on a contract, so it is important that this date is accurate.
- **Period of Performance End Date:** Enter the Period of Performance End Date. This date is used to determine if a non-employee is active on a contract, so it is important that this date is accurate. If Expiration is reached, all non-employees associated with the contract will be set to “TERMINATED” by the system automatically.

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Contract Description: Headquarters Help Desk

*Sub Agency: 11 Forest Service

*Period of Performance Start Date: 10/20/2011

*Period of Performance End Date: 10/19/2012

*USDA POC:

Security Office Identifier:

Submitting Office Number:

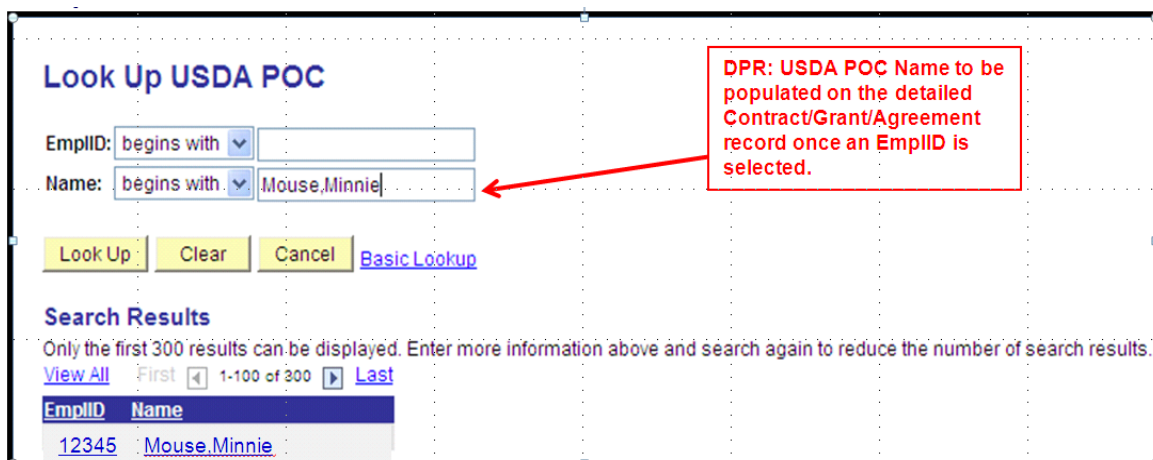
OPAC/ALC Number:

Notes:

Company/Organization Information

Figure 10: Edit/View Contract/Grant/Agreement Information Screen

- USDA POC:** Use the lookup function to select the USDA POC for the Contract, Grant, or Agreement. Select the magnifying glass to be brought to the Look Up USDA POC screen, and enter the EmplID for the non-employee, or the person's name in the following format: Last Name, First Name. Please note that if you do not enter any search terms under this field, this will result in extended system processing time.



Look Up USDA POC

EmplID: begins with

Name: begins with Mouse, Minnie

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

EmplID	Name
12345	Mouse, Minnie

DPR: USDA POC Name to be populated on the detailed Contract/Grant/Agreement record once an EmplID is selected.

Figure 11: Look Up USDA POC

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Security Office Identifier:	<input type="text" value="1234"/>
Submitting Office Number:	<input type="text" value="4689"/>
OPAC/ALC Number:	<input type="text" value="9876541"/>
Notes:	<input type="text" value="TEST NOTES"/>

Figure 12: Edit/View Contract/Grant/Agreement Information Screen

- **Security Office Identifier:** Enter the Security Office Identifier.
- **Submitting Office Number:** Enter the Submitting Office Number.
- **OPAC/ALC Number:** Enter the OPAC/ALC Number.
- **Notes:** Enter any notes about the Contract, Grant, or Agreement.


Company/Organization Information	
DUNS:	<input type="text"/> 
Company:	
POC Address Line 1:	
POC Address Line 2:	
POC City:	
POC State:	
POC Postal Code:	Country:
POC Phone Number:	

Figure 13: Contract/Grant/Agreement Information Screen

- **DUNS:** Use the lookup function to select a Company/Organization that exists in the system. If a record does not already exist for the appropriate Company/Organization, you can save the Contract, Grant or Agreement without Company/Organization Information and enter it later. Once selected, Company/Organization details will be populated at the bottom of the Contract/Grant/Agreement record.


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8. Select the **Save** button.

(e) Person Information (Required)

In this step, you will create a Person Information record. The Sponsor or other designated Data Entry Personnel may create or edit Person Information records in Person Model.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Person Information**. From here, you can search for existing Person Information records or add a new record.



DPR: Menu items and Page headings to be made consistent.

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - NEIS Reports
 - Person Information**
 - Add a New Relationship
 - Maintain a Persons Assignment
 - Person Organizational Summary
 - Company/Organization
 - Contract Information
- EmpowHR Setup Tables (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - EmpowHR Documentation

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

EmpID: begins with

First Name: begins with

Last Name: begins with

Social Security Number: =

Date of Birth: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Figure 14: Finding or Creating a Person Information Screen

2. To search for an existing record, use the available search criteria to look for the record on the **Find an Existing Value** tab. If you prefer, select **Search** without search criteria selected for a complete list of all Person Information records already in the system. You may also select Advanced Search for a Boolean search.

Note: To search by Social Security number you must enter the entire number with hyphens. If you choose to search by Name, enter in the following format without spaces: lastname, firstname. You can also search by first name, last name, EmpID and Date of Birth.

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3. To view search results, select the hyperlink for the record. Once you have selected a record, you may use the navigation menu at the bottom to search through results. If no matching results are found, proceed to adding a new record (covered in step 4). Select the applicable hyperlink from the search of results. Upon selecting the existing record, make sure the yellow Correct History button is selected on the bottom right to make any changes to an existing record. Click the Save button to save information entered.

Note: For any SSN or DOB changes or updates, you must contact the USDA HSPD-12 Help Desk (For the HSPD-12 Help Desk contact information, refer to the last page.

4. To add a new record, click the **Add a New Value** tab from the main Person Information menu. You will be directed to a new Person Information record.
5. Click the **Biographical Details** tab to access the biographical details.



The screenshot displays the 'Biographical Details' screen within a web application. At the top, there are three tabs: 'Biographical Details' (selected), 'Contact Details', and 'Organizational Relationships'. Below the tabs, the 'Person ID' is set to 'NEW'. The main form area is divided into several sections:

- Name Section:** Includes a 'Name' field with a search bar (Find | View All) and a 'First' button. Below this are fields for '*Effective Date' (set to 06/22/2011) and '*Display Name' (with an 'Add Name' link).
- Biographic Information Section:** Contains fields for '*Date of Birth' (with a calendar icon), 'Date of Birth Re-enter' (with a calendar icon), 'Birth Country' (set to USA), 'Birth State' (with a search icon), and 'Birth Location'.
- Biographical History Section:** Includes a search bar (Find | View All) and a 'First' button. Below this are fields for '*Effective Date' (set to 06/22/2011) and '*Gender' (set to Unknown).

Figure 15: Biographical Details Screen

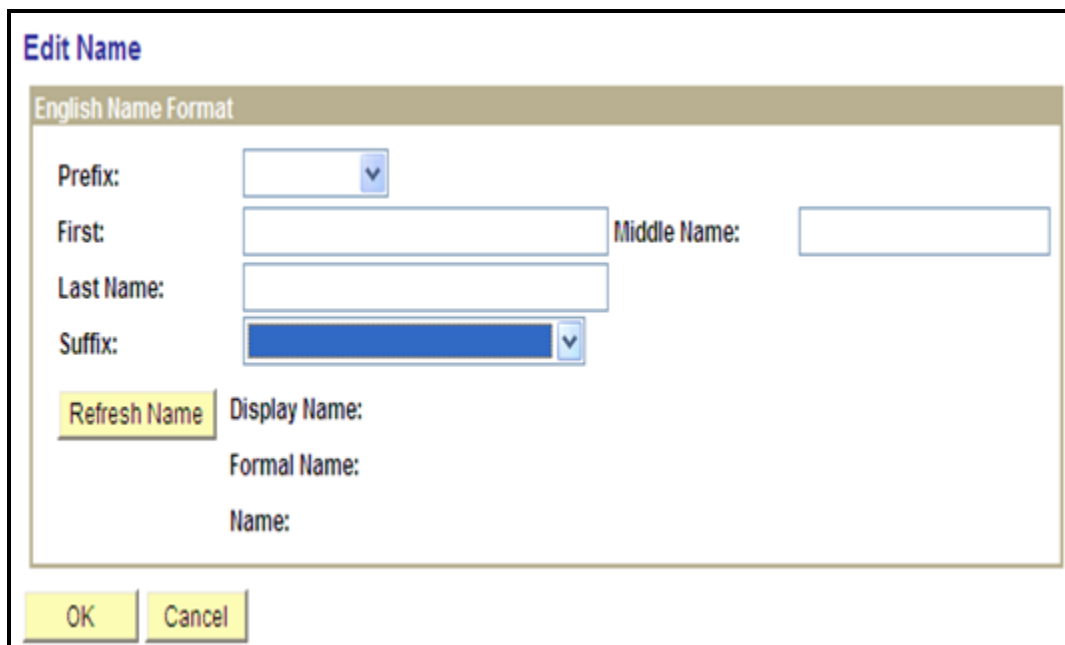
- In the Name sub-section, enter the **Effective Date**. This field defaults to the current date.



The screenshot shows a web interface titled "Name". At the top right, there are links for "Find | View All" and a pagination control showing "First", "1 of 1", and "Last". Below this, the "*Effective Date:" is followed by a text input field containing "06/22/2011" and a calendar icon. To the right of the date field are "+" and "-" buttons. Below the date field, the "*Display Name:" is followed by a blue hyperlink labeled "Add Name".

Figure 16: Name Screen

- Click on the **Add Name** hyperlink (Figure 14). You will be directed to the **Edit Name** screen.



The screenshot shows a web interface titled "Edit Name". Below the title is a section header "English Name Format". Inside this section, there are several input fields: "Prefix:" with a dropdown menu, "First:" with a text input field, "Middle Name:" with a text input field, "Last Name:" with a text input field, and "Suffix:" with a dropdown menu. Below these fields is a "Refresh Name" button. To the right of the "Refresh Name" button are labels for "Display Name:", "Formal Name:", and "Name:", each followed by a text input field. At the bottom of the form are "OK" and "Cancel" buttons.

Figure 17: Add/Edit Name Screen

- Enter the Name information as prompted on the screen.
 - **Prefix:** (Optional) Enter the Person's prefix from the dropdown list.
 - **First:** (Required) Enter the Person's first name.
 - **Middle Name:** (Optional) Enter the Person's middle name.
 - **Last Name:** (Required) Enter the Person's last name.



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- **Suffix:** (Optional) Enter the Person's suffix.


Note: You must enter the person's name as shown on their government-issued ID, such as the driver's license or passport. If the information does not match, the Applicant will have problems during the enrollment process.

9. Click the **OK** button. You will be directed back to the Biographical Details screen.
10. Enter the non employee's information in the Biographic Information sub-section as prompted on the screen.
 - **Date of Birth:** (Required) Enter the non-employee's date of birth, or select it from the calendar. Enter the date in the following format: MM/DD/YYYY.
 - **Date of Birth Re-enter:** (Required) Re-enter the Date of Birth information you previously entered in the last step, or use the lookup function to select it from the calendar.
 - **Business Email:** Enter the Non-Employee's business email address. The format for Business Email is x@x.com. Be sure to include the @ symbol in the address. This will be used for notification about the enrollment process, so it must be a valid email address that the Non-Employee checks regularly. If email is entered incorrectly, the applicant will not receive notifications to enroll. If the Non-Employee does not have an email address, enter the email address for a Point of Contact who will coordinate enrollment activities, such as a Human Resources Manager or a Security Officer.
 - **Birth Country:** (Required) Enter in the 3-letter country code or use the lookup feature (magnifying glass) to select the 3-letter code for the non-employee's Birth Country. The country field defaults to USA but can be changed.
 - **Birth State:** If the Birth Country is USA, then enter the birth state or use the lookup function (magnifying glass) to select the State.
 - **Birth Location:** (Required) Enter the birth city.
11. Enter the non-employee's information in the **Biographical History Details** sub-section as prompted on the screen.
 - **Effective Date:** (Required) This field defaults to the current date. If you choose you may enter the effective date of the biographical information or the date the record was entered into the system.

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- **Gender:** (Required). This field defaults to Unknown. If you choose you may select on the dropdown list to select Female, Male, or Unknown.

12. Enter the non-employee's information in the National ID sub-section as prompted on the screen.



The screenshot shows the 'National ID' sub-section of a form. At the top, there's a navigation bar with 'Customize | Find | View All |' and 'First 1 of 1 Last'. Below this, there are five columns: 'Country', '*National ID Type', 'National ID', 'National ID Re-enter', and 'Primary ID'. The 'Country' field is set to 'USA'. The '*National ID Type' field is a dropdown menu showing 'Social Security Number'. The 'National ID' and 'National ID Re-enter' fields are empty text boxes. The 'Primary ID' field has a green checkmark icon. Below these fields, there's a 'Main Content' section. It contains a 'Country of Citizenship' field with a magnifying glass icon, a 'Notes' field with a text area, and an 'Emergency Response Official' checkbox.

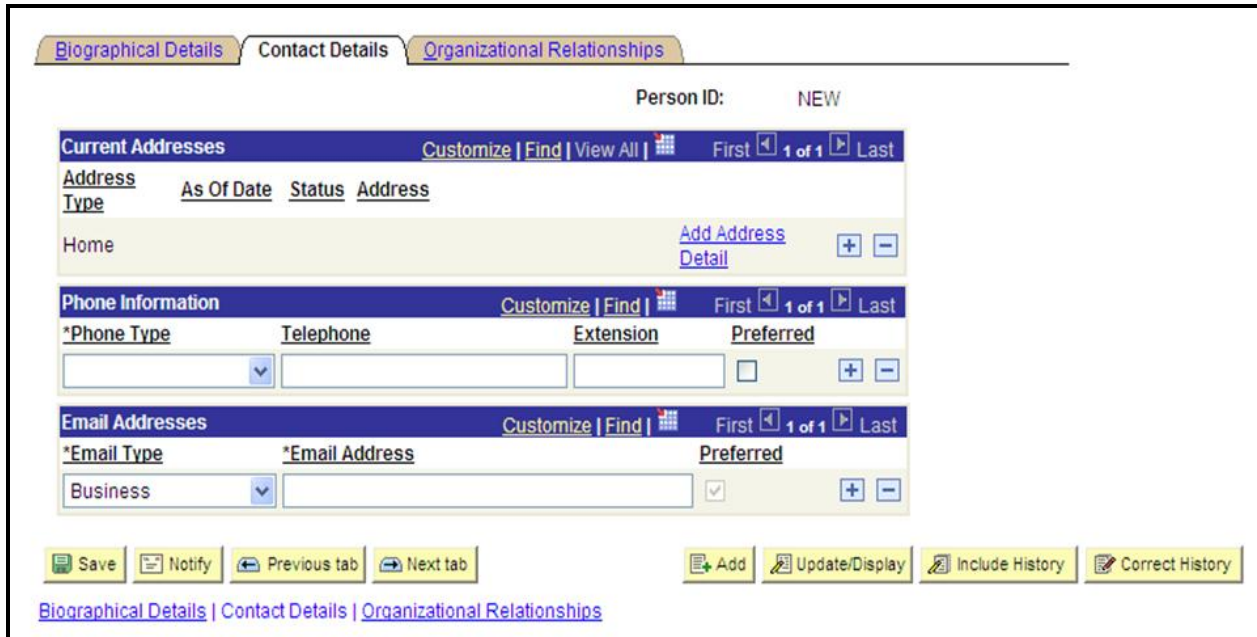
Figure 18: Biographic Details Screen

- **National ID Type:** (Required) Use the drop-down to select Social Security Number.
- **National ID Type:** (Required) Use the drop-down to select Social Security Number.
- **National ID:** Enter the non-employee's 9-digit Social Security Number (SSN). The format for SSN is XXX-XX-XXXX.
- **National ID Re-enter:** Enter the non-employee's 9-digit Social Security Number (SSN). The format for SSN is XXX-XX-XXXX.

13. Enter additional information in the Biographical Details Tab.

- **Country of Citizenship:** Enter the 3-letter country code or click on the magnifying glass icon to select the 3-letter code for the non-employee's Person's Country of Citizenship.
- **Emergency Response Official:** (Optional): If the non-employee has emergency response duties in the event of a disaster, check this option. This designation will be printed on the non-employee's USDA LincPass. Caution: This optional field only applies to an Agency-identified non-employee serving in an Emergency Response Official capacity. Contact your Security Officer for more information.
- **Notes:** Enter the non-employee's ERO title or duties in this field.

14. Click the Contact Details tab.



Person ID: NEW

Current Addresses Customize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address
Home			

[Add Address Detail](#) + -

Phone Information Customize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred

+ -

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred
Business		

+ -

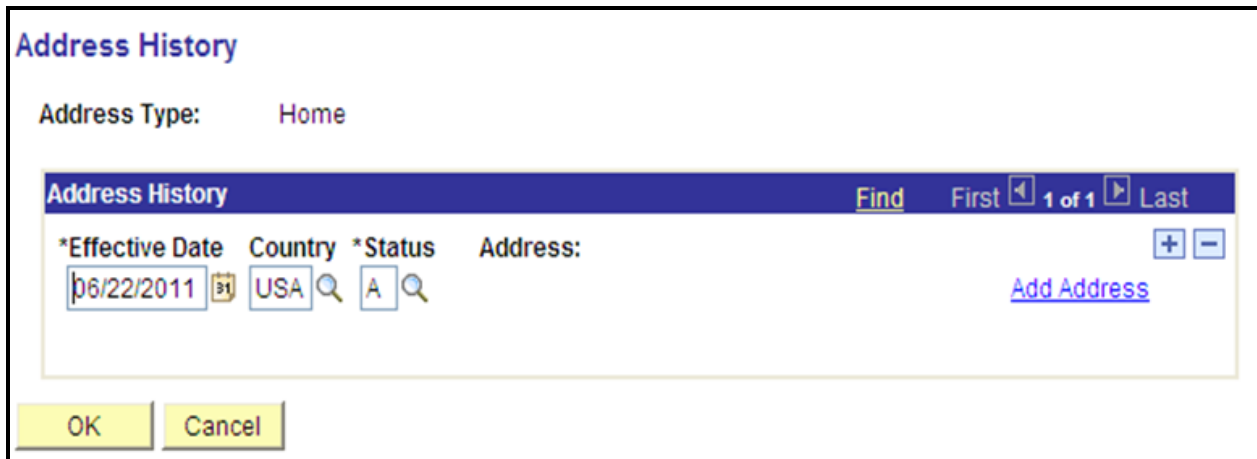
Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 19: Contact Details Screen

15. Next, in the Current Addresses sub-section, click on the **Add Address Detail** hyperlink. You will be directed to the **Address History** screen.

16. In the Address History sub-section, enter the following information:



Address History Find First 1 of 1 Last

*Effective Date	Country	*Status	Address:
06/22/2011	USA	A	

[Add Address](#) + -

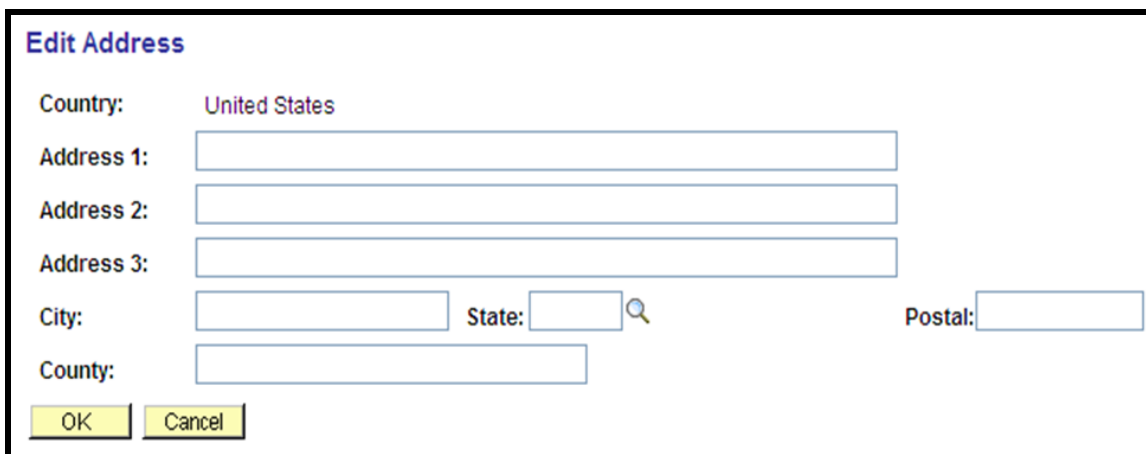
OK Cancel

Figure 20: Address History Screen

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- **Effective Date:** (Required) The system will default to the current date. If you choose you may enter effective date of the address or the date the record was entered into the system.
- **Country:** (Required) The Country field defaults to USA but can be changed. Enter in the Country Code or use the lookup feature (magnifying glass) to select the Country.
- **Status:** (Required) The system will automatically display the value of “Active” on the day the record is created.

17. Click on the **Add Address** hyperlink. The Edit Address screen will open. Enter the required address fields.




Edit Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

Figure 20: Add/Edit Address Screen

- **Address Line 1:** (Required)
- **Address Line 2:** (Optional)
- **Address Line 3:** (Optional)
- **City:** (Required) Enter the city.
- **State:** (Required) Enter the State Code or use the lookup feature (magnifying glass) to select the State.
- **Postal:** (Required) Enter the postal code.

18. **IMPORTANT:** Select the **OK** button to save. If the Cancel button is selected, address information will not be saved. Upon saving you will be routed back to the Contact Details tab.

19. Next, enter information into the Phone Information sub-section.

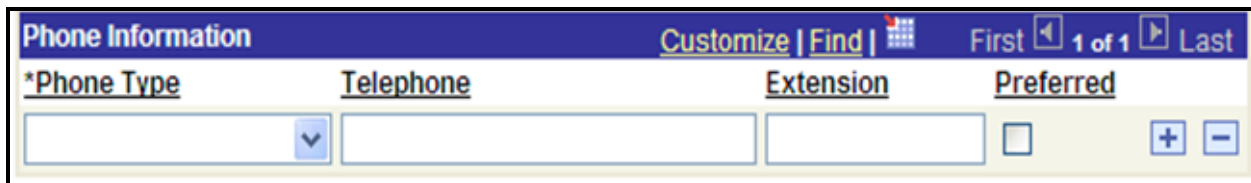


Figure 21: Phone Information

Note: If you select an option from the Phone Type drop-down menu, you must enter a Telephone number in the next field. If you do not choose an option from the Phone Type drop-down menu, Telephone number is not required.

- **Phone Type:** Select the phone type from the drop-down menu.
- **Telephone:** If you have selected an option from the Phone Type drop-down menu, enter the telephone number in this field.
- **Extension:** If there is an extension number as well, type it in the Extension field.
- **Preferred:** Check the Preferred box next to the phone number that is the employee's preferred number.

20. Next, enter information into the Email Address sub-section.

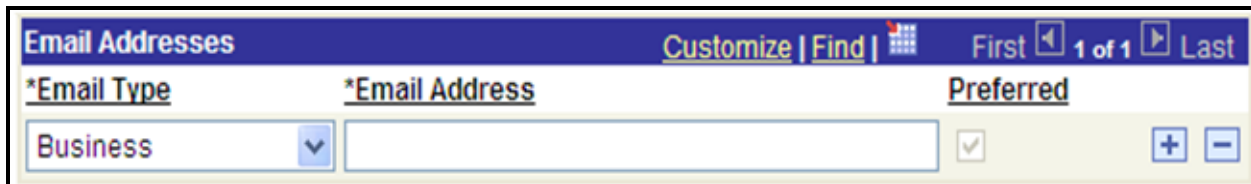


Figure 22: Email Addresses

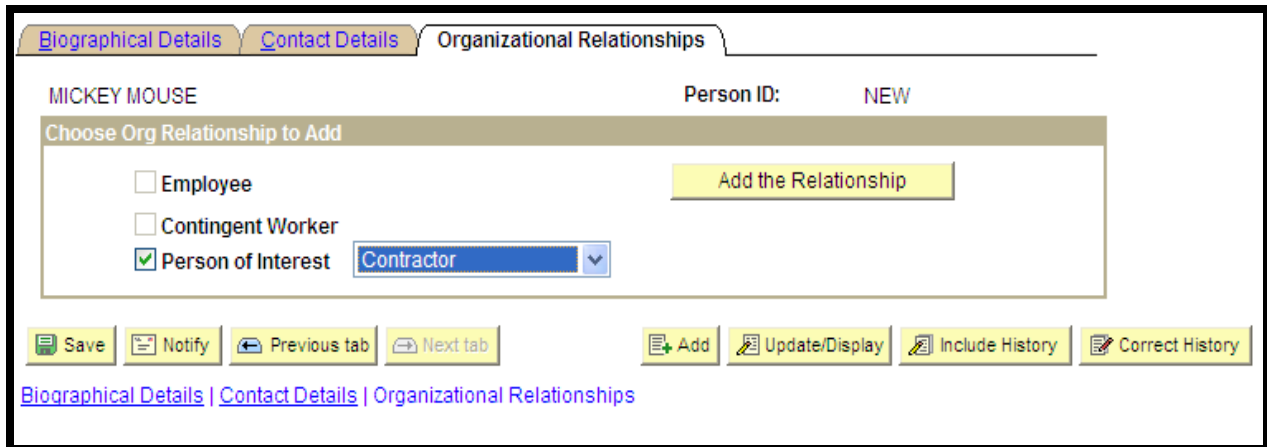
- **Email Type:** (Required) Select the email type from the drop-down menu. Business email will default to preferred.
- **Email Address:** (Required) Enter the email address in this field. The format for Email is x@x.com. Be sure to include the @ symbol in the address.

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- **Preferred:** Business email is preferred. When Business is selected as the type, the Preferred Checkbox will be checked and masked to prevent user data entry.

21. Click the **Save** button to save information entered.

22. Next, click on the **Organizational Relationships** Tab.



The screenshot shows the 'Organizational Relationships' tab selected. The header displays 'MICKEY MOUSE' and 'Person ID: NEW'. Below this is a section titled 'Choose Org Relationship to Add'. It contains three checkboxes: 'Employee' (unchecked), 'Contingent Worker' (unchecked), and 'Person of Interest' (checked). To the right of the 'Person of Interest' checkbox is a dropdown menu currently showing 'Contractor'. A yellow 'Add the Relationship' button is positioned to the right of the checkboxes. At the bottom of the form, there is a row of buttons: 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons is a breadcrumb trail: 'Biographical Details | Contact Details | Organizational Relationships'.

Figure 23: Organizational Relationships Tab

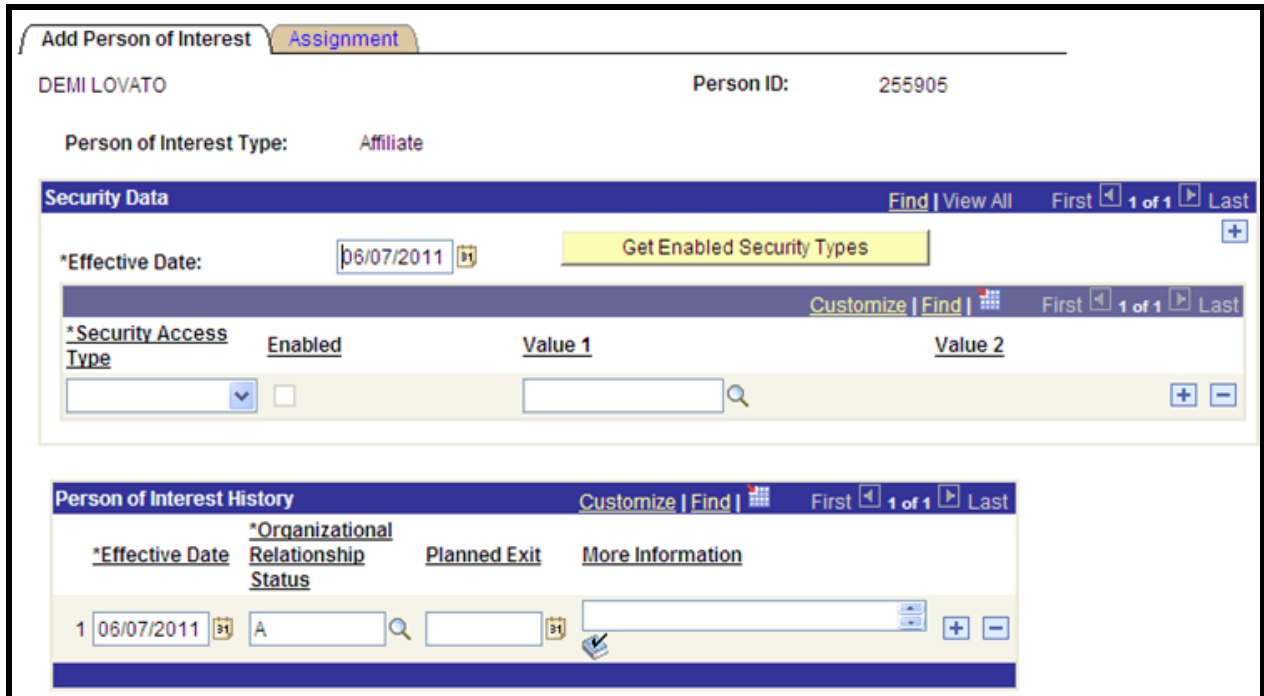
23. In the Choose Org Relationship to Add sub-section, check the **Person of Interest** box (all other boxes are masked). A drop-down menu will appear where you can select the Person of Interest type.

24. **Person of Interest type:** Select an option from the drop-down menu. Options are:

- **Affiliate**
- **Contractor**
- **Fellow**
- **Intern**
- **Volunteer**

25. Click the **Add the Relationship** button.

26. Click the **Save** button. You will now be re-directed to the **Add Person of Interest** screen.



Add Person of Interest **Assignment**

DEMI LOVATO Person ID: 255905

Person of Interest Type: Affiliate

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/07/2011 Get Enabled Security Types

*Security Access Enabled Value 1 Value 2

Type

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date *Organizational Relationship Planned Exit More Information

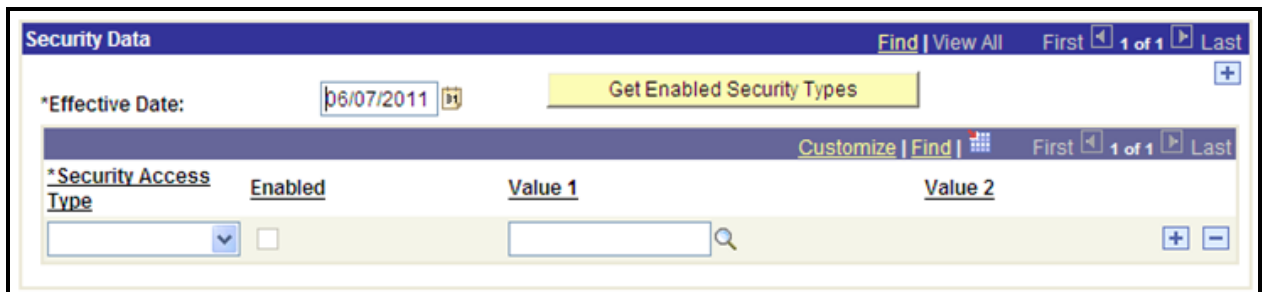
Status

1 06/07/2011 A

Figure 24: Add Person of Interest Screen

27. On the Add a Person of Interest tab under Security Data, you will see the following fields already populated: Name; Person ID; and Person of Interest Type. Completion of the following required Security Data fields assign the non-employee as a Person of Interest who supports USDA. There is only one value for each field. Several of the required fields are pre-populated.

28. In the Security Data sub-section, enter the following information.



Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/07/2011 Get Enabled Security Types

*Security Access Enabled Value 1 Value 2

Type

Figure 25: Security Data

- **Effective Date:** (Required) This field defaults to the current date. You may edit this field by typing in the date or using the lookup function.

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- **Get Enabled Security Types:** Non-Employee role holders should NOT click the yellow Get Enabled Security Types icon. This only applies to HR Person Model users who maintain information for both federal employees and non-employees. If a user who only has access to the non-employee screens selects this, it will remove data entered on this screen and you will have to re-enter it.
- **Security Access Type:** (Required) Select the Security Access Type using the drop-down menu. The only option available will be "POI Dept".
- **Enabled:** The **Enabled** box will be checked when you select **POI DEPT** and **SetID** will be populated on the screen.
- **Value 1** (Required) Use the lookup function to select **NOEMP** for **Value 1**.
- **Value 2:** Use the lookup function to select **AGNEIS** for **Value 2**.

29. Next, enter information into the Person of Interest History sub-section.

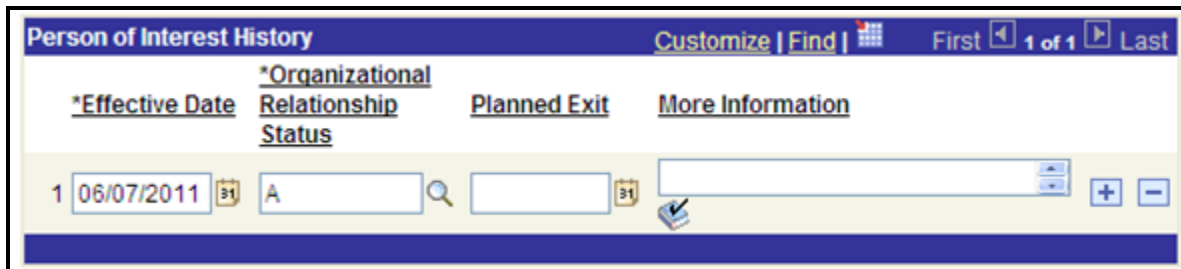


Figure 26: Person of Interest History

- **Effective Date:** (Required) **Effective Date:** This field defaults to the current date. You may edit this field by typing in the date or using the lookup function.
- **Organizational Relationship Status:** (Required) **Organizational Relationship Status:** This field defaults to **A** for Active. Once a Person's Organizational Relationship has ended, Organizational Relationship Status will be set to **I** for Inactive.
- **Planned Exit:** (Optional) Use the lookup function to select a **Planned Exit** date.
- **More Information:** (Optional) Enter any notes about the Person of Interest History in this field. Click **OK** to save the save the Person Information record and the data entered on this tab.

30. Next, click on the **Assignment** tab. You will see the following fields already populated: **Name**; **Person ID**; and **Person of Interest Type**.



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[Edit POI Relationship](#) **Assignment**

Contract

MICKEY MOUSE Person ID: 262105

Person of Interest Type: Contractor

Contract ID	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	Sponsor ID	LincPass Required
1 ABC12345	11	FS	10/20/2011	10/19/2012	Active	09/28/2011		<input type="checkbox"/>

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

Figure 27: Assignment

31. Enter or select information for the following fields on the Assignment tab.

- **Contract ID or Grant/Agreement:** The name of this field will change depending on the non-employee type you selected. Use the lookup function to find the **Contract, Grant or Agreement Number**. You will be directed to another screen where you can search for the Contract/Grant/Agreement.

Note: The **Sub-Agency Code**, **Sub-Agency Description**, and **Period of Performance Start and End Dates** fields will be automatically populated based on the Contract, Grant, or Agreement selected.

- **Status:** Use the drop-down menu to select the **Status**. You can choose from Active, Suspended, or Terminated.

NOTE: If a Non-Employee is assigned to multiple contracts, grants or agreements, changing status on one assignment will not affect status on other assignments. Non-Employee status will be derived using the following rules:

- Active on at least one assignments = Active Non-Employee Status
- Suspended on ALL assignments = Suspended Non-Employee Status
- Terminated on ALL assignments = Terminated Non-Employee Status

Selecting “Terminated” has serious repercussions in the HSPD-12 system and will result in card revocation and the non-employee will be immediately escorted from the facility.

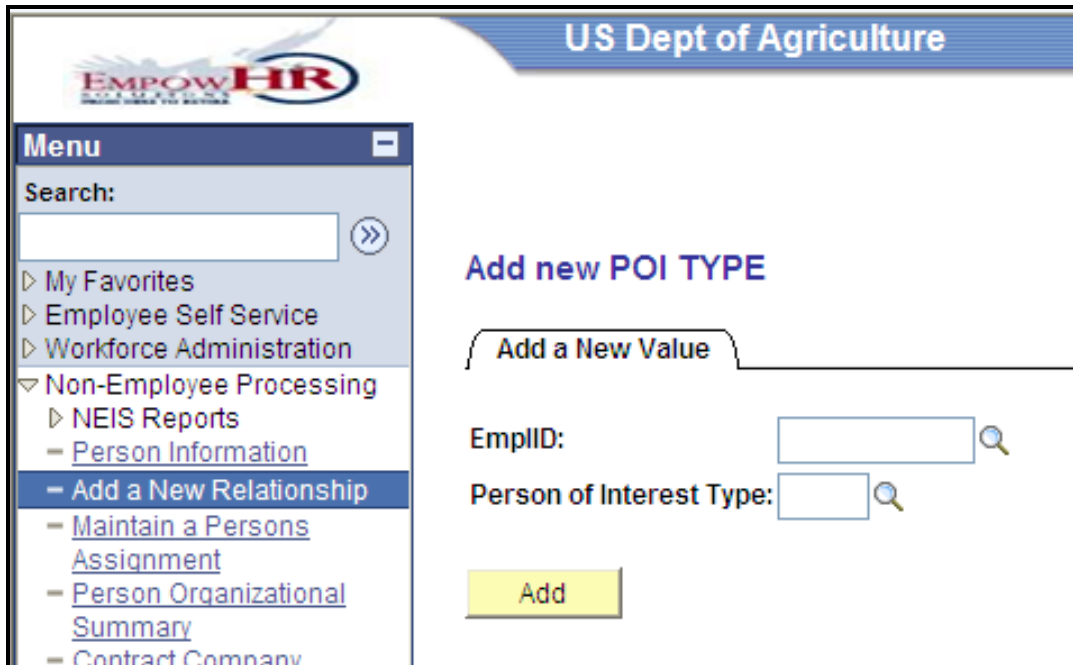


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- **Effective Date:** This field defaults to the current date. Edit the **Effective Date** as needed in by typing the date in the box or using the calendar lookup function.
- **Detail:** Select **Detail** to view the detailed record of the Contract/Grant/Agreement. When the icon is selected, you can view the detailed record of the Contract/Grant/Agreement. Click **OK** to return to the Assignment tab.
- **Sponsor ID/LincPass Required:** **Sponsor ID** will be blank, and **LincPass Required** will be masked for Data Entry Personnel who do not hold the Sponsor role as well. If you are a Sponsor, you can complete Sponsorship now. Detailed procedures are covered in Section i: Sponsorship.
- **Work Address Info** (Optional): Click the hyperlink for **Work Address Info** to enter details of the non-employee's Work Address. **Country, Address 1, City** and **State** are required to save Work Address. **Address 2, Address 3,** and **Postal** are optional. **County** will be populated based on the information entered. Click **OK** to return to the Edit Address screen. The information entered on the previous screen will be populated here, and the Geographical Location Code will be auto-populated on screen. Here you may enter the Building Number and Room Number. Click **OK** to return to the Assignment tab.
- Click **Save**. You will see the word Saved in the top right corner of the screen.

This is the end of the data entry process. The record is now ready for sponsorship. The next few screenshots will cover maintaining existing Organizational Relationships and adding new ones. To proceed to Sponsorship, go to Section i: Sponsorship.

(f) **Add a New Relationship**



The screenshot shows the 'Add a New Relationship' screen in the EMPowerHR system. The left navigation menu is open, showing the 'Add a New Relationship' option selected. The main content area is titled 'Add new POI TYPE' and features a tab labeled 'Add a New Value'. Below the tab, there are two input fields: 'EmplID:' and 'Person of Interest Type:'. Both fields have a magnifying glass icon next to them, indicating a lookup function. At the bottom of the form is a yellow 'Add' button.

Figure 28: Add New POI Type Screen

1. From the left navigation menu select **Add a New Relationship**. This will direct you to the **Add a new POI TYPE** main menu. From here you can add a new POI type.
 - **EmplID:** (Required) Enter the EmplID or use the lookup function (magnifying glass) to select the EmplID.
 - **Person of Interest Type:** (Required) Enter the Person of Interest (POI)Type or use the lookup function (magnifying glass) to select the Person of Interest Type.
2. Select the **Person of Interest Type** to display the type on the Add POI screen.

Look Up Person of Interest Type

Person of Interest Type:

Description:

[Basic Lookup](#)

Search Results

View All First 1-5 of 5 Last

Person of Interest Type	Description
00027	Contractor
00028	Affiliate
00029	Volunteer
00030	Intern
00031	Fellow

Figure 29: Look Up Person of Interest Type Screen

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - NEIS Reports
 - Person Information
 - Add a New Relationship**
 - Maintain a Persons Assignment
 - Person Organizational Summary
 - Contract Company

Add new POI TYPE

Add a New Value

EmplID:

Person of Interest Type:

Figure 30: Add new POI Type Screen

- Click on the **Add** button to add the new POI Type. You will be directed to the **Add a Person of Interest** screen.

Add Person of Interest
Assignment

DEMI LOVATO
Person ID: 255905

Person of Interest Type: Affiliate

Security Data
Find | View All
First 1 of 1 Last

*Effective Date: 06/07/2011
Get Enabled Security Types

*Security Access Type	Enabled	Value 1	Value 2
	<input type="checkbox"/>		

Person of Interest History
Customize | Find
First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/07/2011	A		

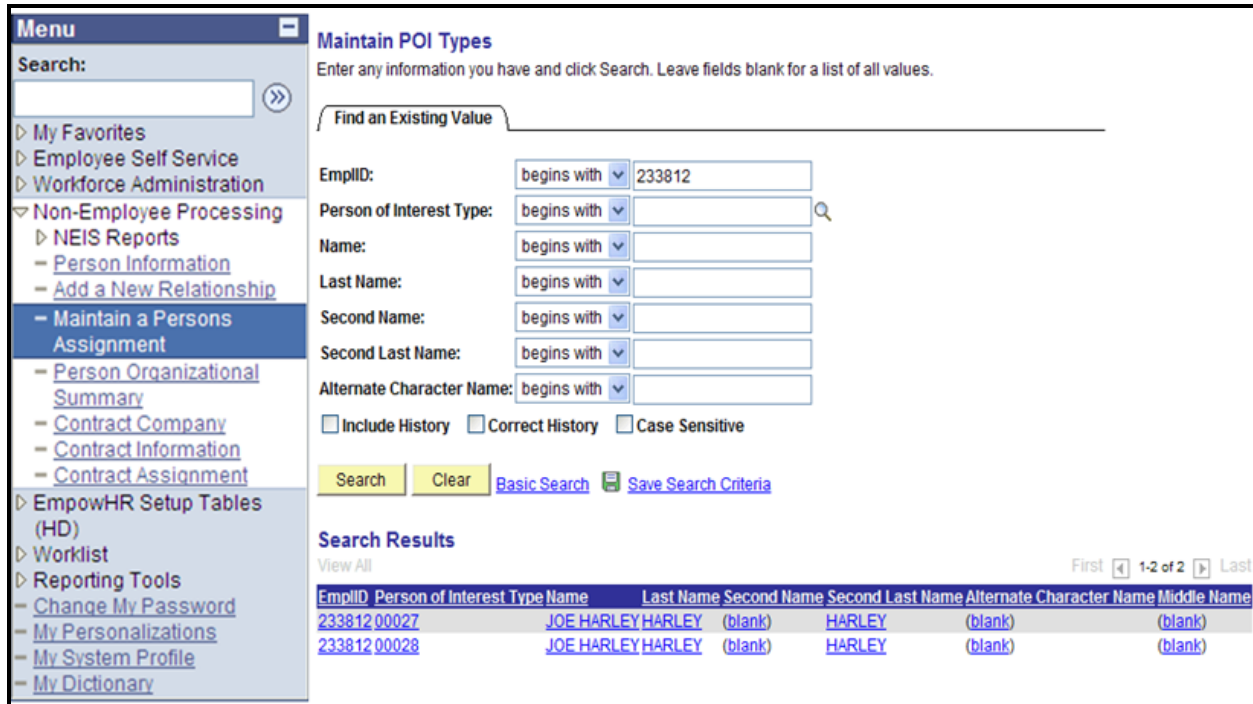
OK
Cancel
Apply

Add Person of Interest | Assignment

Figure 31: Add Person of Interest Screen

(g) Maintain a Person's Assignment

- From the left navigation menu select **Maintain a Person's Assignment**. This will direct you to the Maintain POI Types search screen.



Menu

Search:

Find an Existing Value

EmpID: begins with 233812

Person of Interest Type: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

EmpID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
233812 00027		JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)
233812 00028		JOE HARLEY	HARLEY	(blank)	HARLEY	(blank)	(blank)

Figure 32: Maintain POI Types Screen

- Find and existing value by entering the criteria into any of the applicable fields.
- Click the **Search** button to initiate the search.
- The search results will display at the bottom of the page. Select the relationship you wish to maintain by clicking on the appropriate hyperlink. You will be directed to the **Edit Relationship** tab.

Note: The Edit POI Relationship screen will default to Correct History mode.



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[Edit POI Relationship](#) [Assignment](#)

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Security Data Find | View All First 1 of 1 Last

*Effective Date: 06/06/2011

Customize | Find

*Security Access Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID NOEMP	Department AGNEIS

Person of Interest History Customize | Find First 1 of 1 Last

*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1 06/06/2011	A		

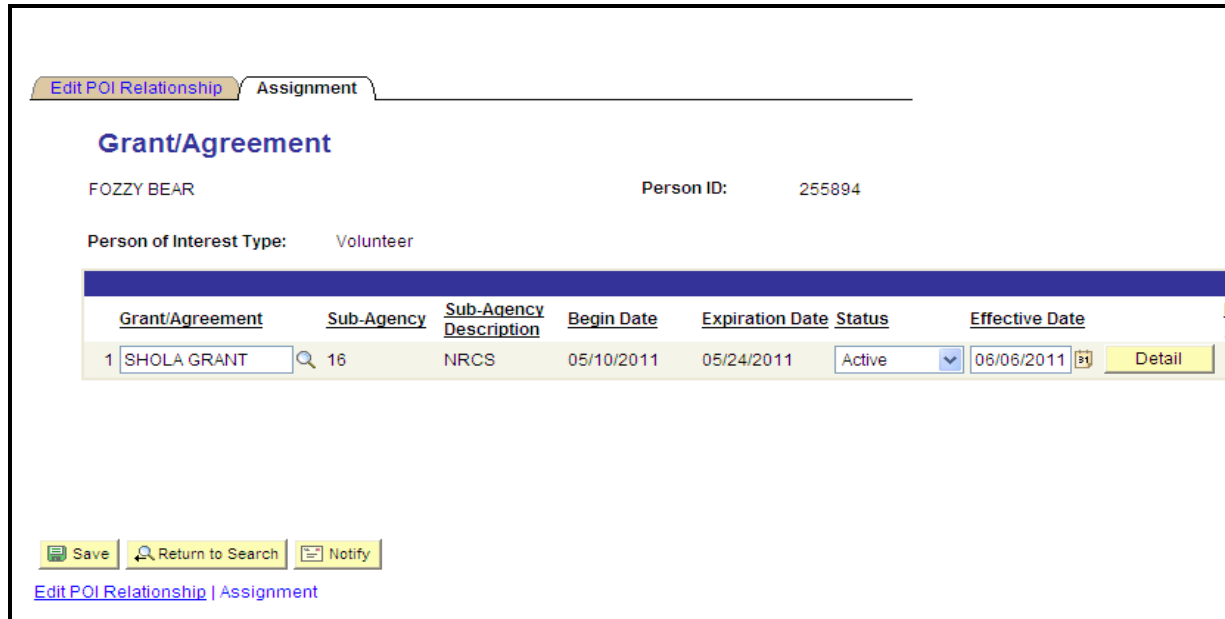
[Save](#) [Return to Search](#) [Notify](#)

[Update/Display](#) [Include History](#) [Correct History](#)

[Edit POI Relationship](#) | [Assignment](#)

Figure 33: Edit POI Relationship Screen

5. Make any desired edits.
6. Click the **Save** button.
7. Click the **Assignment** tab. You will be directed to the **Assignment** tab.



Assignment

Grant/Agreement

FOZZY BEAR Person ID: 255894

Person of Interest Type: Volunteer

Grant/Agreement	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date
1 SHOLA GRANT	16	NRCS	05/10/2011	05/24/2011	Active	06/06/2011

Save Return to Search Notify

[Edit POI Relationship | Assignment](#)

Figure 34: Assignment Screen

8. Make any desired edits.
9. Click the **Save** button.

(h) View Person Organizational Summary

1. On the left navigation menu, select **Person Organizational Summary**.

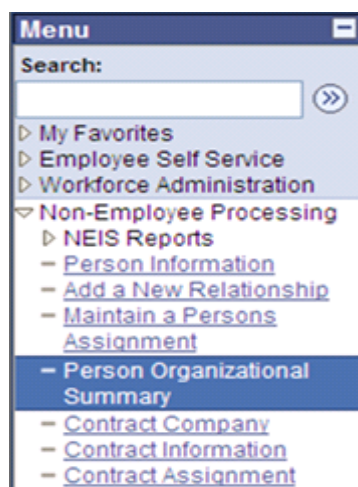
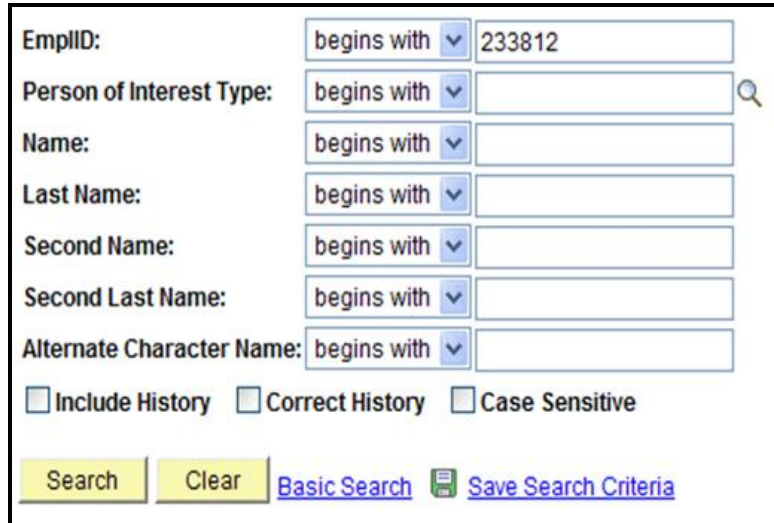


Figure 35: Person Org Summary Screen

- Search for the non-employee by entering the criteria into any of the applicable fields.




Search form with the following fields and options:

- EmplID: begins with
- Person of Interest Type: begins with
- Name: begins with
- Last Name: begins with
- Second Name: begins with
- Second Last Name: begins with
- Alternate Character Name: begins with
- ☐ Include History ☐ Correct History ☐ Case Sensitive
- Buttons: Search, Clear, [Basic Search](#), [Save Search Criteria](#)

Figure 36: Search Screen within the Person Organizational Summary Module

- Click the **Search** button to initiate the search.
- The search results will display at the bottom of the page. Select the non-employee in order to view the non-employee's organizational summary. You will be directed to the **Person Org** Summary screen.

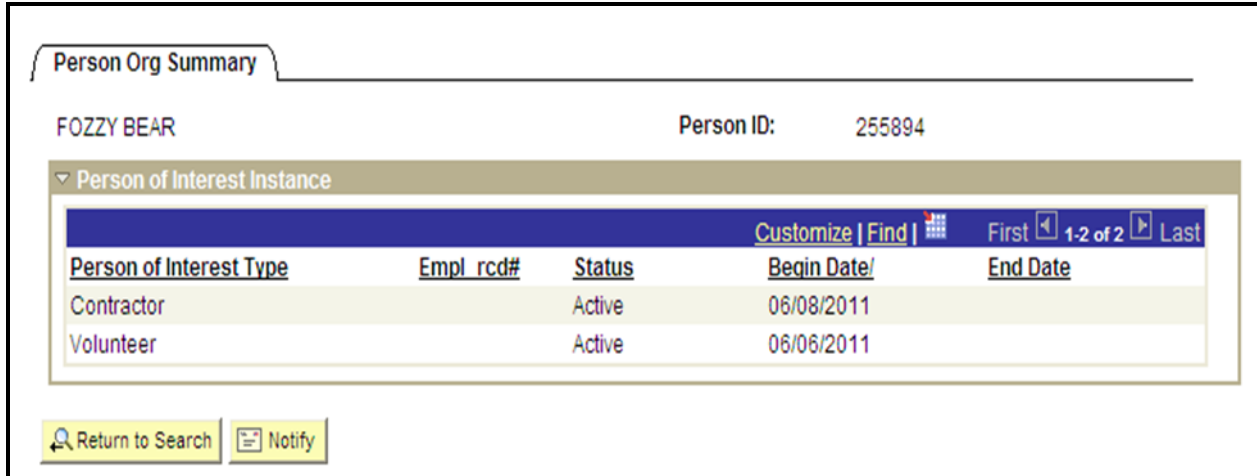


Search Results							
View All							
EmplID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
255894 0028		FOZZY BEAR	BEAR	(blank)	BEAR	(blank)	(blank)

First 1 of 1 Last

Figure 37: Search Results with the Person Organizational Summary Module

- Here you may view the **Person Org Summary**.



Person Org Summary

FOZZY BEAR Person ID: 255894

Person of Interest Instance

Person of Interest Type	Empl rcd#	Status	Begin Date/	End Date
Contractor		Active	06/08/2011	
Volunteer		Active	06/06/2011	

Return to Search Notify

Figure 38: Person Org Summary Screen

(i) Sponsorship

- On the left navigation menu, select **Maintain a Person's Assignment**.

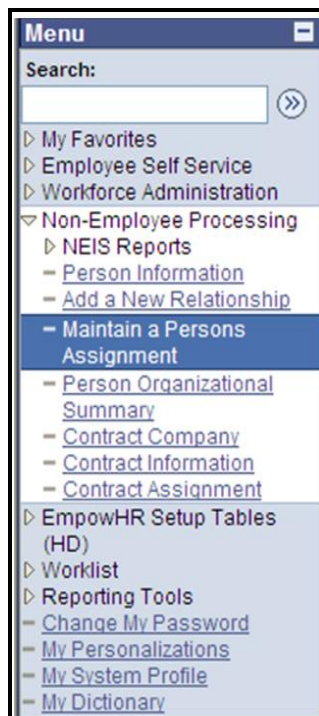


Figure 39: Maintain a Person's Assignment



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2. Find an existing value by entering the criteria into any of the applicable fields, then click **Search**. The search results will display at the bottom of the page. Select the relationship you wish to maintain by clicking on the appropriate hyperlink. You will be directed to the Edit Relationship tab.

Grant/Agreement	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	LincPass Required	Customize
1 SHOLA GRANT	16	NRCS	05/10/2011	05/24/2011	Active	06/06/2011	<input checked="" type="checkbox"/>	Card Shipping Information

Figure 40: Assignment

3. The assignment will already be completed for you. Click on the yellow **Correct History** icon located at the bottom of the screen. Verify that the information is correct and check the **LincPass Required** box.
4. Click on the **Card Shipping Information** hyperlink. Select the magnifying glass lookup feature to find the location where the card is to be shipped. The system will open a new page that displays five columns of data that can be sorted by street address. The address information for the location you choose will be populated.

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd: 10005  USDA - Baltimore Ave
Card Ship Header USAccess
Address Line 1 10300 Baltimore Ave
Address Line 2
City Beltsville
State MD Postal Code 20705 Country USA

OK Cancel

Figure 41: Card Shipping Information

- Click the **Save** button to save the information.






[New Window](#) | [Help](#) | [Cust](#)





[Edit POI Relationship](#) | [Assignment](#)

Grant/Agreement

FOZZY BEAR
Person ID: 255894

Person of Interest Type: Volunteer

Grant/Agreement	Sub-Agency	Sub-Agency Description	Begin Date	Expiration Date	Status	Effective Date	LincPass Required
1 SHOLA GRANT 	16	NRCS	05/10/2011	05/24/2011	Active 	06/06/2011 	 Detail  Card Shipping In

 Save
 Return to Search
 Notify
 Update/Display

[Edit POI Relationship](#) | [Assignment](#)

Figure 42: Sponsorship

USAccess Sponsorship Functions

1. On the Log In screen, type in your user name in the **User Name** field. Type in your password in the **Password** field and select the **Login** button.

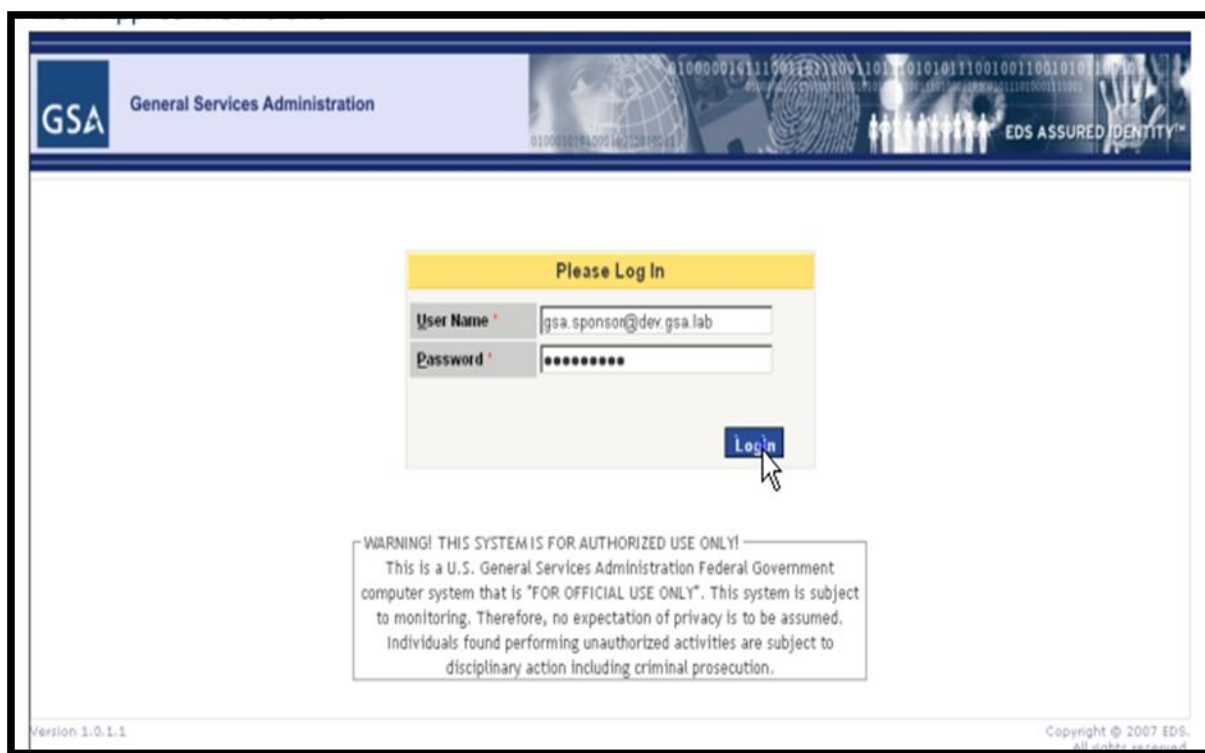


Figure 43: USAccess Login Screen

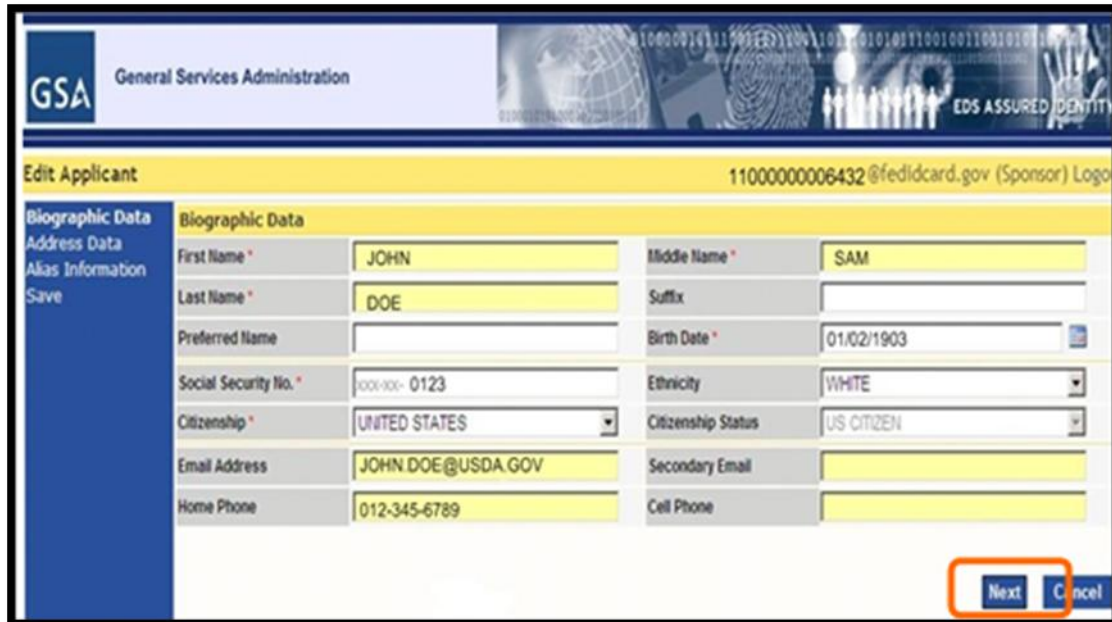
2. Type in the non-employee's **Last Name** or **Social Security Number**. Type in the non-employee's **Birth Date** or select the calendar icon next to the **Birth Date** field to choose a date from the calendar and select the **Search** button to begin.



Figure 44: USAccess Applicant Search Screen

3. When the search results appear, you will be presented with the option to view the non-employee record or edit the sponsorship. Select **View Applicant** to view non-employee's Biographic Data.
4. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.



The screenshot shows the 'Edit Applicant' screen in the USAccess system. The header includes the GSA logo and 'General Services Administration'. The user is logged in as '11000000006432 @fedidcard.gov (Sponsor)'. The left sidebar has links for 'Biographic Data', 'Address Data', 'Alias Information', and 'Save'. The main form area is titled 'Biographic Data' and contains the following fields:

First Name *	JOHN	Middle Name *	SAM
Last Name *	DOE	Suffix	
Preferred Name		Birth Date *	01/02/1903
Social Security No. *	000-00- 0123	Ethnicity	WHITE
Citizenship *	UNITED STATES	Citizenship Status	US CITIZEN
Email Address	JOHN.DOE@USDA.GOV	Secondary Email	
Home Phone	012-345-6789	Cell Phone	

At the bottom right, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a red rectangle.

Figure 45: USAccess Edit Applicant Screen

5. Verify all required Address Data have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen. If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.
6. No action is required on the **Alias Information** screen. The Person Model **Alias** field is currently masked to prevent data entry, so information on this USAccess screen will not be populated. Select **Next** to go to the next screen.



The screenshot shows the 'Alias Information' screen in the USAccess system. The header is the same as Figure 45. The left sidebar has links for 'Biographic Data', 'Address Data', 'Alias Information', and 'Save'. The main form area is titled 'Alias' and contains the following fields:

First Name		Middle Name	
Last Name		Suffix	

At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons. A 'Save Alias' button is also present.

Figure 46: USAccess Edit Applicant Screen

7. Select **Finish** to save the record. USAccess will direct you to the Sponsorship Search page.
8. Verify the following required Sponsorship Information fields have current and correct information.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.

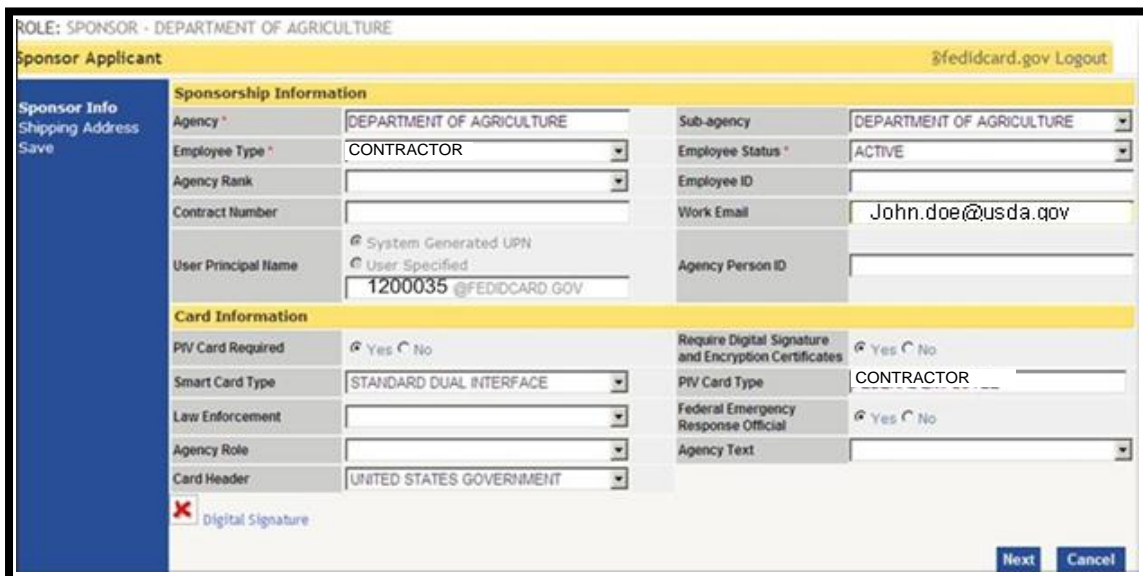


Figure 47: USAccess Sponsor Applicant Screen

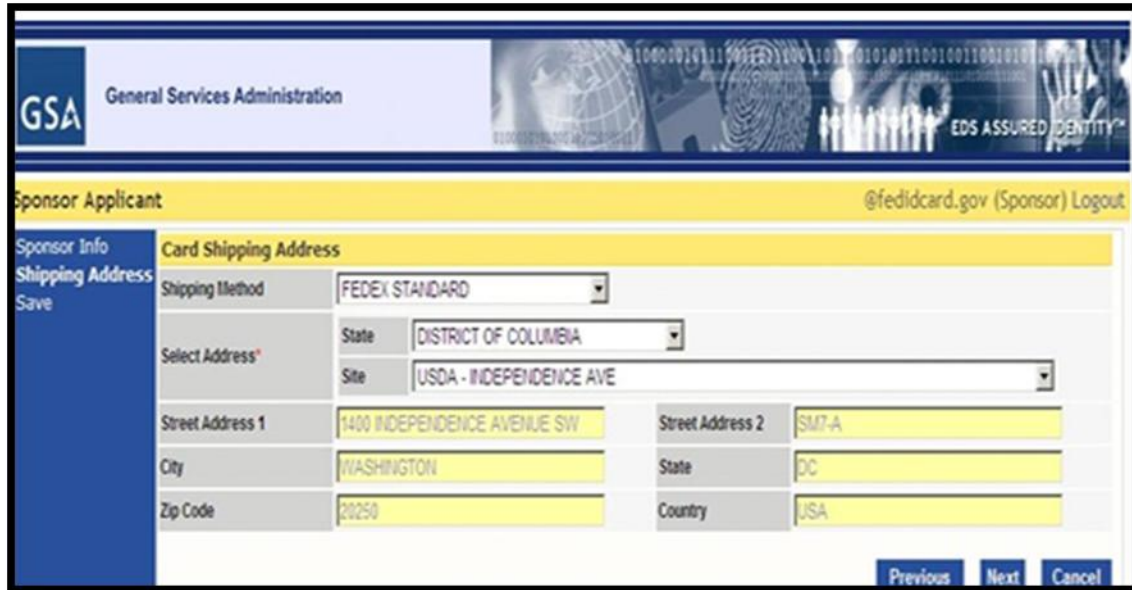
- **Agency**
- **Employee Type:** Should read “Contractor” or “Associate or Dignitary”.
- **Employee Status:** Should be set to Active.
- **Work Email Address**
- **PIV Card Required:** Should be set to “Yes”.



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- **Require Digital Signature and Encryption Certificates:** Some non-employees who do not have email addresses will provide the email of a supervisor who will coordinate enrollment activities. If you are sponsoring multiple non-employees with the same email address, you must select No for Require Digital Signature and Encryption Certificates to ensure sponsorship is successful.
 - **PIV Card Type:** The PIV Card Type should be consistent with the non-employee Type. The PIV Card Type will be printed on the non-employee's LincPass. If the Non-Employee is a Contractor, the PIV Card Type will state "Contractor". All other types of non-employee's such as Affiliates, Volunteers, or Fellows will have the PIV card Type state "Associate or Dignitary". Select **NEXT** to go to the next screen.
 - **FERO:** If the applicant is a Federal Emergency Response Official, this option should be set to "Yes".
9. Verify the **Shipping Address** fields have current and correct information. Select **Next** to go to the next screen.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in Person Model and not in USAccess.



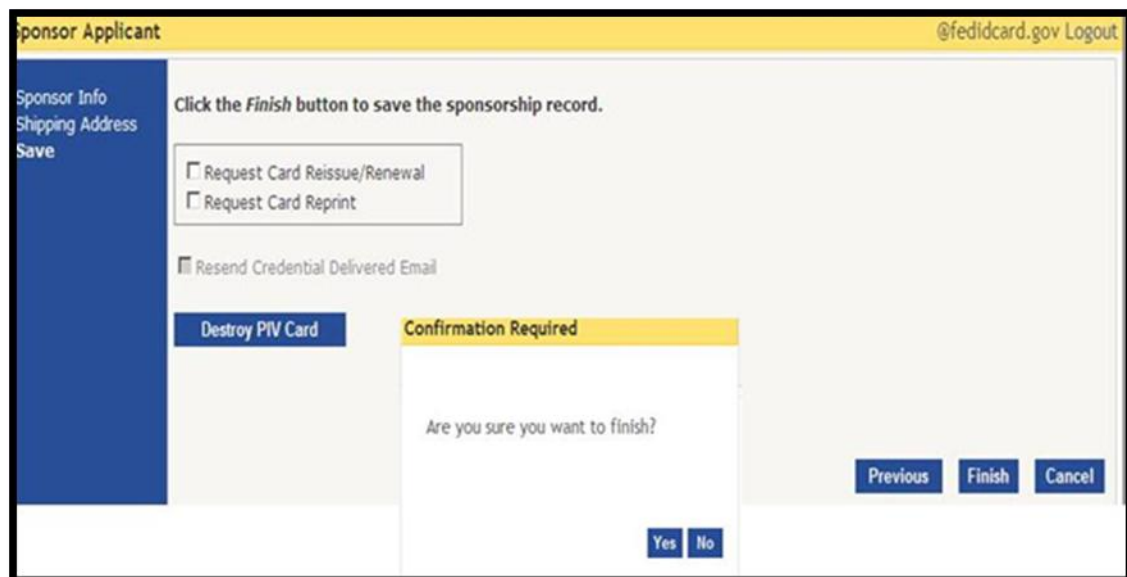
The screenshot shows the 'Card Shipping Address' section of the USAccess Sponsor Applicant screen. The header includes the GSA logo and 'General Services Administration'. The page title is 'Sponsor Applicant' with a user identifier '@fedidcard.gov (Sponsor) Logout'. The left sidebar has links for 'Sponsor Info', 'Shipping Address', and 'Save'. The main form area contains the following fields:

- Shipping Method:** FEDEX STANDARD (dropdown)
- Select Address:**
 - State:** DISTRICT OF COLUMBIA (dropdown)
 - Site:** USDA - INDEPENDENCE AVE (dropdown)
- Street Address 1:** 1400 INDEPENDENCE AVENUE SW
- Street Address 2:** SM7-A
- City:** WASHINGTON
- State:** DC
- Zip Code:** 20250
- Country:** USA

At the bottom right, there are buttons for 'Previous', 'Next', and 'Cancel'.

Figure 48: USAccess Sponsor Applicant Screen

10. Select **Finish** to save the record. USAccess will direct you back to the search page.

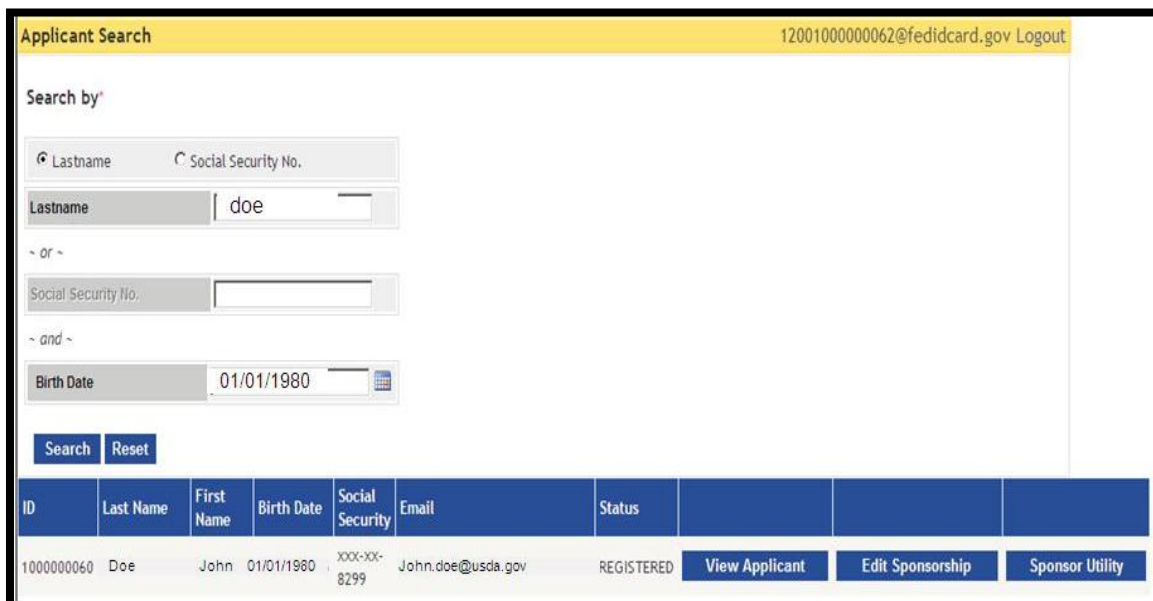


The screenshot shows the 'Confirmation Required' section of the USAccess Sponsor Applicant screen. The header is the same as Figure 48. The left sidebar is the same. The main form area contains the following elements:

- Click the *Finish* button to save the sponsorship record.**
- ☐ Request Card Reissue/Renewal
- ☐ Request Card Reprint
- ☒ Resend Credential Delivered Email
- Destroy PIV Card** (button)
- Confirmation Required** (yellow header)
- Are you sure you want to finish?**
- Yes** **No** (buttons)
- Previous** **Finish** **Cancel** (buttons)

Figure 49: USAccess Sponsor Applicant Screen

11. Upon completion of USAccess Sponsorship, proceed to Step 6 for Enrollment and Activation details.
12. Optional: To resend a system notification (such as a sponsorship email), select **Sponsor Utility** in the Applicant Search Screen Results.



ID	Last Name	First Name	Birth Date	Social Security	Email	Status			
1000000060	Doe	John	01/01/1980	XXX-XX-8299	John.doe@usda.gov	REGISTERED	View Applicant	Edit Sponsorship	Sponsor Utility

Figure 50: USAccess Applicant Search Screen

13. Select the **System Notification** tab.
14. Select **Resend Email**.
 - a. Sponsorship Complete: to have applicant enroll for LincPass
 - b. Credential Ready for Pick Up: to have applicant pick up credential and activate card.



PERSON MODEL

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Sponsor Utilities	
Search	
Card Actions	System Notifications
Sponsorship Complete	Resend Email
Credential Ready for Pick Up	Resend Email

Figure 51: USAccess Sponsor Utilities Screen

Enrollment & Activation

1. Upon sponsorship in Person Model, the non-employee will receive email notification and instructions to schedule their enrollment.
 - a. The Sponsor may perform functions in USAccess as needed, such as resending USAccess sponsorship notifications to the applicant. For detailed instructions on performing functions in USAccess, visit the Person Model Sponsor Training (Module G) at; <http://lincpass.usda.gov/>.
2. The non-employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
 - a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at an HSPD-12 activation station, the non-employee receives email notification and instructions to schedule their card activation.
 - a. The Sponsor may need to perform functions in USAccess as needed, such as resending USAccess card delivery notifications to the applicant (For detailed instructions, refer to the Person Model Sponsor Training Module G.
4. The non-employee goes to an HSPD-12 activation station to activate their LincPass. Process continues according to DM 4620-002.
5. Process continues according to DM 4620-002 available at:
http://lincpass.usda.gov/ref_lincpass.html.

For more information on HSPD-12 at USDA, visit <http://lincpass.usda.gov/>.

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: USDAHSPD12help@dm.usda.gov

